



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

Community Development Block Grant Program Year 50/Fiscal Year 25 Requests for Funds

Rehabilitation/Housing

Caritas Communities

Housing Corporation of Arlington

Public Facilities and Improvements

Arlington Housing Authority

Conservation/DPCD Town of Arlington

Foot of the Rocks Working Group/Town Manager's Office

Department of Public Works

Public Services

Arlington Boys and Girls Club

Council on Aging

Arlington Eats Food Market

Arlington Recreation Department

Arlington Youth Counseling Center

Fidelity House

Operation Success Learning Center/Arlington Housing Authority

Planning & Administration

Arlington Department of Planning and Community Development

Envision Arlington

Applications received for CDBG PY50 2024-2025

Rehabilitation/Housing	PY50 2024-2025 Requested funds
Housing Corporation of Arlington - Capital Improvements to preserve existing housing, improve sustainability and energy efficiency	\$200,000.00
Caritas - Affordable Housing at 22 Fessenden and 12 Russell Improve safety, accessibility, functionality, and longevity of existing housing	\$200,000.00
Subtotal	\$400,000.00

Public Services	PY50 Requests
Scholarship Program - Arlington Boys and Girls Club	\$25,000.00
Operation Success Learning Center - AHA	\$5,000.00
Youth Mental Health Services and Domestic Violence Therapeutic Support Groups - AYCC	\$20,000.00
Adult Day Health Services - Cooperative Elder Services	\$10,000.00
Transportation Program (Dial a Ride) - COA	\$30,000.00
Volunteer Coordinator - COA	\$53,134.00
Jobs Jobs Jobs Program - Fidelity House	\$5,000.00
Menotomy Manor Outreach Program - Fidelity House	\$21,000.00
Program Scholarships - Rec. Dept.	\$15,000.00
Arlington Eats - Food Market	\$30,000.00
Public Services (PY50 statutory limit 15%: will be approximately \$150,000)	\$214,134.00

Public Facilities and Infrastructure	PY50 Requests
AHA - Hauser Building ADA Parking lot and walkway repairs <i>(Paving is not eligible as a CDBG Housing/Rehab project. Public Facilities eligible project, verified by HUD 1/23/2024.)</i>	\$300,000.00
DPW ADA Curb Ramp Installation	\$125,000.00
Conservation/Town - Lower Mill Brook Flood Resilience Design (Green Infrastructure)	\$175,000.00
Foot of the Rocks Battlefield - Foot of the Rocks Working Group & TM office	\$200,000.00
Subtotal	\$800,000.00

Planning and Administration	PY50 Requests
Planners - Salary and Fringe Benefits	\$65,000.00
Planning - Long Range Housing and Community Development Studies	\$65,000.00
Annual Town Survey - Envision Arlington	\$2,000.00
Grants Administrator -salary and benefits	\$81,185.00
General Administration	\$18,815.00
Office Manager	N/A
Planning (PY50 statutory limit 20%: will be approximately \$200,000)	\$232,000.00
Total Funds Requested	\$1,646,134.00
PI Earnings/expected earnings	\$12,000.00



CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Housing Corporation of Arlington**

Contact Name: **Erica Schwarz** Title: **Executive Director**

Mailing Address: **252 Mass Ave, Lower Level, Arlington, MA 02474**

Email Address: **ESchwarz@housingcorparlington.org** Phone: **781-859-5294x1**

UEI #: **SXFGNQ2DST3**

All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

N/A

B. Project Information

Project Name: **Housing Portfolio Capital Repairs (not new project)** Is this project new to your organization? Yes No

Anticipated Start Date: **July 1, 2024** Anticipated End Date: **June 30, 2025**

Amount of Request: **\$200,000** Project Address(es): **Multiple: see attached**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older) Battered spouses

Homeless persons Severely disabled adults (as defined by Bureau of Census*) Illiterate adults

Persons living with AIDS Migrant farm workers Other (please specify): _____

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: _____

Households Assisted: **25**

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing portfolios in order to preserve units and improve sustainability and energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are sound for the long term, and, in some cases, energy savings that are better for the environment and property budgets. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing sites in order to preserve units and improve sustainability and, where possible, improve energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are physically and financially sound for the long term, and, in some cases, energy savings and operations that are better for the environment. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. We have been working to address these issues over the last few years and are now working on a long term plan, but need funds in the meanwhile.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Over the last 18 months, HCA has expended all CDBG funds that were available when the current Executive Director assumed her role from the interim ED, in May 2022. We have already spent some of the \$100,000 that was awarded for Year 49 and we have just given approval to a contractor to order windows that we expect will fully expand the remaining Year 49 funds from by March 1, 2024. During calendar year 2023, CDBG funds from Years 47 and 49 supported new windows, replacement of exterior stairs and landings at two different properties, and a chimney replacement on a historic property. These were all time sensitive projects that were necessary in order to keep our affordable buildings safe and secure.

HCA continues to work closely with our third-party property management firm, Peabody Properties, to identify and prioritize capital needs for our 102-unit portfolio of older buildings.

HCA is strong in identifying time sensitive capital needs and coordinating between HCA staff and property management staff to get quotes, have those quotes approved by the proper parties, complete the work, and then requisition the Town for CDBG funds to cover the cost. We are working to strategically advance some projects in the near term and schedule other projects after we have completed a comprehensive capital needs assessment (CNA; underway now), developed a plan based on the CNA, and secured additional funding. We had anticipated completing the CNA during calendar year 2023, but the complexity and cost of such an endeavor resulted in a time delay. HCA's portfolio of 102 older units includes 23 different projects/different addresses, each requiring its own evaluation. In early 2024, a property analysis is underway that will result in a CNA and related action plans.

While not a weakness, we are working to identify other sources of income, including from a refinancing that is due for some units in 2024, and that was intended to serve as a source of additional income for capital needs at this time.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

HCA will track completion of projects against capital needs plans, priorities, and budgets. Success will be met if we complete capital improvements identified by property management as time sensitive and necessary, and if we expend all funds by the contract deadline. The approach will be both qualitative (did we meet our capital improvements priorities and address any urgent needs?) as well as quantitative (did we select contractors only after reviewing multiple quotes and did we expend all funds awarded within the contract timeline?). Given the high cost of materials and labor and the range of needs among our properties, we expect to have no problem meeting both our qualitative and quantitative goals.

Relating to the Arlington Goals section below: The Arlington Master Plan recommends using local funds, including CDBG, for affordable housing. It also recommends that the Town address the housing conditions of its aging housing stock. In the 2022 Arlington Housing Plan, in goal 3 of the section about addressing the shortage of affordable housing it is suggested that the Town should preserve and maintain Arlington's existing supply of affordable homes". Goal 1 of the Arlington Affordable Housing Trust's 5-Year Action Plan identifies preserving and modernizing Arlington's existing affordable housing as a core goal, including identifying housing owned by HCA that may require improvements to be sustained for the long term.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input checked="" type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input checked="" type="checkbox"/> Other <u>Affordable Housing Trust Plan</u>
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input checked="" type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input checked="" type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input checked="" type="checkbox"/> Letters of Support
<input checked="" type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	100,000	300,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	200,000	100,000	300,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	100,000	if to occur in calendar yr 2024. Grant application has been solicited and will be submitted in spring 2024
Total:	100,000	100,000 pending

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. During 2024, HCA will be completing a refinancing of likely 33 of our units, during which time we intend to take out funds to support capital needs. These funds will augment CDBG funds, or allow CDBG funds to be applied to other properties with capital needs instead. We also have been invited to have a discussion with a grant funder regarding submitting a capital improvements grant, which we expect to submit in spring 2024.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 3,077 **PER BENEFICIARY**
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If we do not receive the full amount requested, we will still apply all funds awarded to carry out necessary improvements in as many units as feasible, but we will impact fewer households. Our overall plans will slow, as we will not be able to carry out such projects in as timely a manner as is needed.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

HCA seeks funds to support 102 units of our older affordable housing, currently home to 172 individuals. This portfolio of older units includes 70 units among 2- to 9-unit properties throughout Arlington, known as our Scattered Site portfolio. Each building is unique, with a different rate of wear and tear. The 32 units in HCA's Capitol Square property also require improvements when there is turnover after a long-time tenant departs. While all properties have capital reserves, HCA requires additional funds in order to keep up with the increased cost of materials and labor as well as with the unique needs of our scattered site units. Over the last few years we have conducted a range of improvements with CDBG funds and other sources including (depending on the location), new windows, wall and ceiling repairs, refinished floors, new roof, new exterior stairs and porch, and new walkways, but similar such improvements are also still needed at many other properties in our portfolio as we work to improve and stabilize our entire portfolio so we can better plan ahead for future capital needs. At least every month, HCA staff learn of a new need in one of our properties that requires near-term work. Making significant inroads to such needs now will allow us to manage our homes more effectively in the future.

CA is working on a comprehensive Capital Needs Assessment so that we may create a multi-year plan for comprehensive upgrades that include improved energy efficiency. In the meanwhile, we have time sensitive capital repairs which must be carried out. CDBG funds will help ensure we invest as needed in our properties while we work to raise additional funds for more expensive or larger upgrades. The units to be improved are a vital source of affordable housing in the Town of Arlington and as such, must be properly sustained.

B. GOAL

The sole purpose for this project is to align with the CDBG Plan goal of improving the condition of existing housing, including the preservation of rental housing to ensure units maintain code standards, and also to bring greater energy improvement where possible. We seek to ensure these older properties remain as quality affordable housing for the long term, and that near term needs don't undermine the safety or comfort of the building, or degrade its structure, while we plan for longer term bigger improvement to our portfolio.

We must maintain our properties in the short term, prioritizing the most urgent needs, while we develop a comprehensive capital plan for the long term.

C. INPUTS

HCA's Executive Director, Erica Schwarz, and Office Manager, Ellen Roscoe-Bergman, will work closely with staff from Peabody Properties, Inc (PPI), HCA's property management firm, to implement the capital improvements. At PPI the Multi-Site Property Manager and Lead Maintenance Staff will advise on specific upgrades needed, secure quotes, and oversee completion of the work once HCA authorizes it to proceed. Peabody properties maintains an extensive list of trusted vendors that they will tap to provide quotes for each project. The Executive Director will review quotes and ensure the materials and outcomes align with property needs, funds available, and with sustainability goals. The HCA Office Manager will gain approval as needed from the Mass Historic Commission prior to the work starting, and will submit invoices and other documentation as required to the Town to draw down the funds.

D. ACTIVITIES

• anticipate completing projects at a subset of the following addresses:

Smith Street
Green Street
13 Peirce Street
2 Massachusetts Ave
3 Massachusetts Ave
4 Rawson Road
70 Massachusetts Ave
2-124 Washington Street
Westminster Ave
50 Smith Street
79 Webster Street
Bow Street
Brook Street
5 Broadway
Summer Street
12-14 Washington Street
Orchard Place
16 Massachusetts Ave
89 Massachusetts Ave
Burton Road
42 Dorothy Road
50 Franklin Street
3 Medford Road
Acton Road
38 Sherman Street
3 Warren Street

E. OUTPUTS

The project outputs will be the completion of at least three of the specific property upgrades projects listed in the Activities section, or more, depending on the extent and cost of each project (for example, window replacements can be very costly). HCA will conduct these projects at an estimated 5-7 addresses, serving an estimated 25 low-income households, which will include approximately 65 individuals.

F1. SHORT-TERM OUTCOMES

Tenants living in the improved homes will experience living in homes that are safer, more comfortable, (in some cases) more physically accessible and that are easier maintain and sustain in good condition. HCA will prevent any further degradation of properties.

F2. LONG-TERM OUTCOMES

Over the long term, these improvements will enable these affordable apartments to provide, safe, affordable homes for current and future tenants in perpetuity. Investments in HCA properties today help ensure that these homes will be safe, affordable, healthy, and available for generations to come. These strategic improvements now will also sustain our properties while we develop a long term, bigger picture plan for more significant improvements across our older portfolio, to be implemented over the next few years.



CDBG
community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Caritas Communities, Inc.**

Contact Name: **Ryan McLaughlin** Title: **Project Manager**

Mailing Address: **25 Braintree Hill Office Park**

Email Address: **rmclaughlin@caritascommunities.org** Phone: **(617) 874-0611**

Universal Entity Identifier (UEI) #: **PVF6JK7WSM24**
All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.
Caritas Communities Holdings Inc.

B. Project Information

Project Name: **Caritas - Improving Arlington Affordable Housing** Is this project new to your organization? Yes No

Anticipated Start Date: **September 1, 2024** Anticipated End Date: **March 1, 2025**

Amount of Request: **\$200,000** Project Address(es): **22 Fessenden Rd and 12 Russell Terrace, Arlington, MA 02476**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input checked="" type="checkbox"/> Battered spouses
<input checked="" type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): <u>Veterans</u>

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 37

Households Assisted: 37

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Caritas Communities is requesting funds to improve the safety, accessibility, functionality, and longevity of our affordable housing residences in Arlington at 22 Fessenden Road and 12 Russell Terrace. These properties are home to 37 low-income individuals. At 22 Fessenden Road, we plan to replace the aging roof, siding, and fascia, as well as insulate the basement. At 12 Russell Terrace, we plan to replace the run-down carpet in common areas with industrial-grade carpet on the first floor and vinyl plank elsewhere; we also plan to patch all the walls in the hallways and paint them. This project will continue to demonstrate to our residents that their health and safety is paramount and will enable Caritas to practice our mission by restoring dignity to our Arlington home. We want our residents to experience homes are properly cared for, and we want to extend the use of our assets for another several decades.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Last year, we received CDBG funds for the renovation of one communal kitchen and seven shared bathrooms. At this time, the work is roughly 50% finished, and it is scheduled to finish by the end of February 2024. Delays on our 2021-22 project forced us to delay the bidding process on that project, and further delays stemmed from our contractor's difficulty obtaining materials on time. The latter will NOT be an issue again this year because we plan to obtain all materials necessary for the work once we receive approval from the Town to commence. A storage plan will be in place at each property for all materials.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Capital renovations are evaluated by adherence to schedule and budget, as well as inspections to ensure that the project meets our quality standards. These evaluations and inspections will take place regularly throughout the duration of the project. Due to the condition and age of the residences, our Director of Facilities and Project Manager estimate that the work, in its entirety, will take approximately six months (three months for exterior work, one month for interior work, and two months for any administrative processes, unforeseen delays, historical approvals, etc.). Any unanticipated disruptions to this schedule will be managed appropriately.

Caritas also gathers feedback from the residents as to their enjoyment of the living space once the project is completed. Feedback from residents comes through individual interactions with Resident Service Coordinators and Property Managers who report on morale within the houses, in resident satisfaction surveys, and in exit surveys for residents leaving our properties. We also regularly respond to maintenance requests and track resident retention rates to measure satisfaction with the condition of our housing. We believe that the quality of the living environment is critical to the success of the program.

Overall, we expect that this project will enable Caritas to better care for the health and well-being of the residents in Arlington. We have received overwhelmingly positive feedback from our residents regarding past CDBG projects, so we expect the same for this year's submission. If outputs and outcomes are not achieved as planned due to problems with personnel or structural complications, our professional staff will troubleshoot to come up with the most appropriate solutions to bring the project to a successful conclusion.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input checked="" type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

The proposed project advances goals in the Town Master Plan, more specifically, in the Housing and Residential Development Section (HRD). The HRD Section states that the Town plans to "address the quality and condition of aging housing stock." It also states that these two properties in particular -- Caritas Communities is specifically named in the report as the owner of the only two SRO buildings in Arlington -- are "an important part of the affordable housing inventory." The project also aligns with the Town's goals for Community and Citizen Service, Diversity, and Fiscal Resources.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input checked="" type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input type="checkbox"/> Town wide
<input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

12 Russell Terrace (census tract 356702) and 22 Fessenden Road (census tract 356602), in the Town of Arlington, MA.

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input checked="" type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$200,000		\$200,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other: Caritas Staff Salaries		\$30,127.50	\$30,127.50
TOTAL PROPOSED BUDGET	\$200,000	\$30,127.50	\$230,127.50

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Caritas Communities, Inc.	\$30,127.50
Total:		\$30,127.50
		\$30,127.50

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

We are asking for funding to cover the entirety of the construction needs of this project. Caritas Communities operates with 72% of expenses covered by rent, and the remaining 28% from private charitable sources. We also raise funds when possible for capital improvement projects. There is a capital replacement reserve account that supports 12 properties, including the Arlington houses. However, there are not sufficient funds in this account to cover all capital needs for all 12 buildings. Whenever we can secure outside funding it helps Caritas ensure that funds continue to be available in the event of an untimely and expensive replacement (such as the broken sewer line and failed boiler in 2020 at 22 Fessenden Road in 2021, which totaled over \$47,000 in emergency expenditures).

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$200,000 = \$5,405.41 \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 37

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If Caritas does not receive enough funding to complete the full scope of the project, we can scale back our project to improve what we do have funds for, and reapply next year for funding to complete the remaining improvements at either/both properties.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

The project to improve Caritas affordable housing at 22 Fessenden Road and 12 Russell Terrace will address a priority need in the Arlington 5-Year Consolidated Plan by improving the condition of existing affordable housing in the Town. The aged lodging houses located at these properties have been in dire need of repairs for years now. CDBG funding has had an enormous impact on improving these houses, and we are just a few capital expenditures away from having impeccable living conditions by lodging house standards.

The renovations are sorely needed to provide residents the dignity of clean, well-functioning and well-maintained housing. This project will eliminate current health, accessibility and safety issues, make the property more functional and environmentally efficient, and extend the use of the house for another several decades.

B. GOAL

This project will improve safety, accessibility, and dignity for our residents. It will have a lasting impact on the durability and functionality of the buildings, which will stay in good condition for all current and future residents.

C. INPUTS

The project would be overseen by Tom Nee, Senior Operations Director (and Arlington Resident) and Ryan McLaughlin, Project Manager at Caritas Communities. The town of Arlington has a long-standing relationship with Caritas Communities and regularly refers individuals with housing needs to us. During the duration of the project, the Project Manager will oversee and coordinate execution of the project. Construction materials and quality of the provided work will be procured by Caritas Director of Facilities, Gil Kalensinksas. In addition, the Project Manager will coordinate with the Property Manager, On-Site Manager, and Resident Services Coordinators to notify tenants and receive their feedback on any concerns they have regarding the work.

The Caritas Communities staff is highly experienced in managing renovation projects on time and on budget. We have performed countless renovations across our portfolio of 34 buildings. A recent HUD REAC inspection of 12 of our homes earned a score of 91b, which is an exceptionally high rating, demonstrating our commitment to quality living standards.

D. ACTIVITIES

The project at 12 Russell Terrace will make the hallways much safer, healthier, and more aesthetic. The current carpet in all corridors is peeling away from enduring high traffic for over two decades, and there are a few potential trip hazards present for our elderly and disabled residents. The current carpet also contains a smoke and urine stench and has eroded beyond its useful life. Installation of thick, commercial-grade carpet on the first floor and stairs will provide a durable walking surface free from trip hazards. On the second and third floors, vinyl plank flooring will also provide much-needed durability as well as a surface that is much easier to maintain/clean.

At 22 Fessenden Road, the aged roof, fascia, and siding present a concern for leaks and falling debris. Replacing the roof and fascia, as well as spot-replacing dilapidated siding, will greatly diminish these aforementioned risks. We also plan to insulate the basement, which currently presents health and energy-efficiency concerns. The laundry room is in the basement, and the cold drafts travel from the basement through the first floor in the Winter. Insulating this area will keep residents comfortable during the Winter months and produce a much more energy-efficient building.

Improvements at both buildings will help maintain the buildings as well as the dignity and security of our residents for many years to come.

E. OUTPUTS

Our affordable housing properties in Arlington (at 12 Russell Terrace and 22 Fessenden Rd) will be made safer, more functional, more accessible, and more dignified for all 37 low-income, mostly formerly homeless residents -- including the elderly and disabled individuals. These improvements will show that the community cares about the dignity and well-being of the residents who live there. Furthermore, Caritas, as Manager of the properties, can ensure that each property will be properly maintained to extend the life of the building for many decades to come.

F1. SHORT-TERM OUTCOMES

Two Arlington affordable housing property will be made safer, more accessible, more improved, and more dignified.
New hallway flooring and paint.
New roof, fascia, siding, and insulation.
Improved living conditions for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA.

F2. LONG-TERM OUTCOMES

Improved longevity for an affordable housing property in Arlington.
Improved living conditions for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA.
Improved living conditions for current and future Caritas residents.
Enhanced self-esteem and housing security for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA from being able to live in well-maintained affordable housing with dignity.



CDBG

community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington Boys & Girls Club**

Contact Name: **Derek Curran** Title: **Executive Director**

Mailing Address: **60 Pond Lane**

Email Address: **dcurran@abgclub.org** Phone: **781-648-1617**

DUNS #: **UEI# KUQ3FW7NUQL**

All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3

For-profit authorized under 570.201(o)

Faith-based Organization

Unit of Government

Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **Scholarship Program** Is this project new to your organization? Yes No

Anticipated Start Date: **7/1/2024** Anticipated End Date: **6/30/2025**

Amount of Request: **25,000** Project Address(es): **60 Pond Lane, Arlington MA, 02474**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geemap.ffeic.gov/FFIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of 'severely disabled', homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

75 % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): **LMI Individuals**

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: **60-65**

Households Assisted: **40-45**

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand.

The Club prides itself on having programs that help enhance the lives of children and help shape their future.

The Club offers a broad range of programs in the following five core National Boys & Girls Club program areas; Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation.

All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills.

When children are at the Club, parents know that their children are in a safe place receiving positive direction from a caring and dedicated staff.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We were able to use all of our funds to support many families that needed financial support. We take great pride in not turning away families due to financial constraints. By supporting those who need us most, children are getting valuable time participating in activities that enrich their lives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be a designated staff member assigned to admin the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance and will ensure that all income criteria is met. This person will also be responsible for ensuring that the children/families receiving CDBG funds are having a positive experience here at the Arlington Boys & Girls Club.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input checked="" type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input checked="" type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
	25,000		25,000
TOTAL PROPOSED BUDGET	25,000		25,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Club Supporters	5,000
Total:		5,000
		5,000

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 25,000 = \$ 385 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 65

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>In Arlington many households consist of single parent families or families in which both parents work. As a result children often times may be at home unsupervised during out of school time. This puts children at risk for sedentary screen time, poor food choices, and high-risk social behavior. Being able to provide quality programs for children who may otherwise be at home truly exemplifies what our mission is which is to enable all children, especially those who need us most, to realize their full potential as caring and responsible citizens.</p>	
B. GOAL	
<p>The Club aims to provide a safe place for children where they can have fun and enjoy a positive experience surrounded by their friends and a caring staff. While at the Club children can take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness, and recreation.</p>	
C. INPUTS	
<p>The Club will have a designated staff member assigned to administer the Scholarship Program. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club. Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during summer months. The Club will reach target population by working with other youth agencies, schools, and Department of Children and Families. Other avenues that Club will take to reach target population will include Facebook, Arlington Patch, and the Arlington Advocate. Flyer's regarding Club programming will also be placed in and around Arlington. 100% of the allotted CDBG funds will go directly to our scholarship eligible families. The Club will take on all administrative costs associated with CDBG funds.</p>	
D. ACTIVITIES	
<p>Affordable childcare would be the major activity to be conducted with the use of CDBG scholarship funds. We fully anticipate using the funds, should we receive them this year, for our Summer programs as well as school year programs if there is money left over. We are expecting our enrollment to be at or near full capacity, which in turn will result in a far greater need for financial assistance for many families who need care throughout the day during the summer months. Our summer programs are offered for children ages 6 to 17. They are: Kids Zone program for children ages 5 to 9. This is a full day program. Boating Exploration for children ages 8 to 12. This is a half day program offered in the morning and afternoon. Club Kids Program. This is a drop-in program for children ages 6 to 17. This program is offered 9:00am to 4:45pm for members who want to "drop-in" and participate in Club activities such as the games room, gym, pool etc...</p>	
E. OUTPUTS	
<p>We anticipate providing financial assistance to over 60 children from approximately forty to forty-five families.</p>	
F1. SHORT-TERM OUTCOMES	
<p>Parents and children learn that the Club is a safe place for their child. Children's self-help skills are developed and enhanced through daily participation in Club activities. Children learn how to cooperate with each other in a group setting. Children are introduced to Club programs and activities.</p>	
F2. LONG-TERM OUTCOMES	
<p>Children and parents have a positive experience at the Arlington Boys & Girls Club and return for more Club programming.</p>	



CDBG

community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington Housing Authority**

Contact Name: **Kimberly Serra** Title: **Executive Director**

Mailing Address: **4 Winslow Street, Arlington, MA 02474**

Email Address: **kserra1219@gmail.com** Phone: **551-427-6682**

DUNS #: **All entities receiving federal assistance must have a DUNS #.** Registered on SAM.gov? Yes No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **Operation Success** Is this project new to your organization? Yes No

Anticipated Start Date: **9/18/23** Anticipated End Date: **6/21/24**

Amount of Request: **\$5,000** Project Address(es): **2 Fremont Ct., Arlington, MA 02474**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 3563.00

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): <small>Low-income residents</small>

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: 12

Households Assisted: 11

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Operation Success provides middle school and high school students living in Menotomy Manor with resources to encourage their academic success. These include access to computers, school supplies, and one-on-one academic assistance from Arlington-area educators. Additionally, when available, students are also provided with a group trip to attend a cultural event or a class focused on a particular life skill.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The students in our program attended regularly and showed notable improvement in their organization skills, study techniques, and ability to grasp their academic material. Additionally, we maintained strong community support and received recognition through the awarding of the MassNAHRO Outstanding Agency Award.

Our primary challenges were being able to provide sufficient school supplies and engage in community outreach due to limited funds. We were also unable to perform data analysis to evaluate our program efficacy to the degree we would like. This year, we are looking to utilize the publicity we received through our award to increase awareness of our program to qualifying students. Additionally, we will be launching a new Program Evaluation Process that will allow us to collect measurable outputs.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Our new Program Evaluation Process will consist of both qualitative and quantitative components. Throughout the school year, we will be recording student attendance as well as tracking metrics measuring how well the students are applying what they've learned in our program. These metrics will consist of measurables such as the frequency with which students struggle with their material and their improvement in skills of time management, organization, and planning. We will also have students complete a self-assessment questionnaire. As a key component of our program is instilling students with a strong sense of self-sufficiency--as well as a connection to their local community--it is vital for us to know how well our program provides students with the knowledge that they can use these skills long-term and independently.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input checked="" type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other <u>Arlington's Town Goals</u>
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input type="checkbox"/> Town wide
<input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Menotomy Manor; Census Tract 3563.00

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input checked="" type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
School Supplies	\$3,000	\$1,000	\$4,000
Office Supplies	\$500	\$500	\$1,000
Event Fees	\$500	\$1,000	\$1,500
Academic Support	\$0	\$4,800	\$4,800
Administrative Expenses	\$1,000	\$200	\$1,200
TOTAL PROPOSED BUDGET	\$5,000	\$7,500	\$12,500

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Individual Donations & In-Kind Labor	\$7,500
Total:		\$7,500
		Committed

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Our board has committed \$200 in contributions for administrative expenses, which will support expanded analytics for Program Evaluation. We will also be hosting an annual fundraiser which generates, on average, \$2,500 in contributions. These contributions are used to purchase school and office supplies for the children's use as well as fees for the cultural or life skills event.

Additionally, Arlington educators provide us with 192 total hours of academic support provided to the students. We've calculated the in-kind value of this to be \$4,800 (192 hours @ \$25/hr)

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ **\$417** **PER BENEFICIARY**
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, but with a reduction of services provided. As all of our volunteers are unpaid, we would still be able to provide direct educational support. However, reduced funding may require that we cut the cultural/life skills outing and, potentially, reduce the amount of school supplies, such as backpacks, that we can provide the students in our program.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

A key component of economic advancement is education. Given that 97% of Arlington residents over the age of 25 have at least a high school diploma, graduating from high school is absolutely essential for the 5.4% of Arlington residents that live in poverty. Without reaching this level, it would be extremely difficult for those individuals to be competitive in the job market and achieve financial stability.

For children living in low-income housing, financial restraints severely limit access to resources and support--such as internet access or after-school tutoring--making academic success even more difficult.

B. GOAL

To provide students living in Menotomy Manor with the support needed to achieve academic success and build life skills while encouraging a sense of belonging within their local community.

C. INPUTS

10 Arlington Public School educators with an average of 15 years of professional teaching experience. Our new clerk has professional non-profit experience as well as 13 years of experience in data analytics, which will be used to provide detailed data for program evaluation.

D. ACTIVITIES

.5 hours of direct one-on-one support from current and retired Arlington Public School educators Monday-Thursday evening. Students will be provided with support on their current assignments to help ensure grasping of the material, as well as assistance in developing transferable skills such as organization, time management, clarity in writing...etc. We will also provide the students with a group trip to one cultural event or class/seminar focused on a particular life skill. Cultural events will have a Massachusetts-centric theme (such as attendance to a MA team sporting event, historical tour...etc.,). These events provide a sense of connection to their local community as well as providing substantial mental health benefits by allowing them the ability to attend events that are available to their peers but may be inaccessible to them due to financial constraints, preventing a sense of alienation from their friends and classmates. Life skills classes will be focused on those skills that are essential for daily life as well as potentially serving as the foundation for a later marketable skill (e.g., cooking classes, art skills...etc.,)

E. OUTPUTS

12 middle school and high school students of Arlington Public Schools that reside in Menotomy Manor

F1. SHORT-TERM OUTCOMES

Students learn skills that improve their academic performance and reduce stress and anxiety related to their schoolwork. Students develop transferable skills, such as time management and organization, that can be applied to other areas of life. Students also feel a greater sense of belonging and attachment to their local community.

F2. LONG-TERM OUTCOMES

The skills learned in our program lead to increased economic opportunity, potentially as a result of improved grades, graduation rates, college attendance, or marketable skills.



About our Program

Operation Success Learning Center offers free academic assistance to middle and high school students living in Menotomy Manor (family housing) in Arlington. We help students achieve a higher level of academic success by providing a safe and nurturing environment for students to develop their study habits, improve their grades, build self-esteem, and foster a sense of community. We aim to eliminate barriers of access to school supplies by providing students with all the tools they need to complete their homework and go to school prepared to learn. This program has been in existence in some form since 1999!



OPERATION SUCCESS LEARNING CENTER

"Operation Success is a helpful place where I can do my homework. It has nice teachers to help you whenever you have questions."

- Darwin, 7th Grade

0 Fremont Court, Arlington, MA 02474

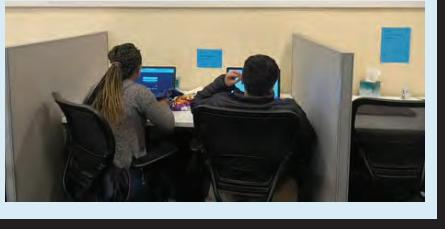
kserra@arlington.k12.ma.us



Operation
Success
Learning Center

0 Fremont Court
Arlington, MA 02474





FROM THE STUDENTS

"Operation Success means a lot to me because it is a place I can do my homework. It also gives me a chance to make a better future for myself."
- Angel, 9th Grade

"Operation Success is a fun and safe learning environment."
- Zarar, 8th Grade

"The adults at Operation Success help me with my homework and are very supportive."
- Salma, 6th Grade

"Operation Success is a safe and kind place to learn and do homework."
- Wenge, 8th Grade

"Operation Success helps me with obstacles that I have in school and helps me do better in life."
- Matteo, 9th Grade

"Operation Success is a place not only where you can do homework, you can also get help for it."
- Eliana, 6th Grade

Who?

Open to all middle and high school students (grades 6 - 12) that reside in Menotomy Manor. We are staffed by volunteers - all community members or certified Arlington teachers!

When?

Open Monday through Thursday during the academic year from 7:00 to 8:30 pm

Where?

Located in the Life & Skills Center in the middle of Menotomy Manor. We have computers, study space, and all supplies needed to complete assignments!

Why?

To complete daily homework, reinforce study skills, improve organization, and build each student's confidence and self-esteem.

Donations

If you are interested in supporting our program, donations can be sent to

**Operation Success
Learning Center
C/O Kimberly Serra
7 Veteran Road
Woburn, MA 01801**

For additional information, contact Kimberly Serra at kserra@arlington.k12.ma.us

Operation Success Learning Center is an exempt organization under Internal Revenue Code 501(c)(3).

Thank you!

Special thanks to our staff of volunteers and the Arlington Housing Authority for their help in making this program a success!



Arlington Housing Authority recognized for its 'Operation Success' program

By [YourArlington staff](#) – Parent Category: [Meeting summaries](#) –

Category: [Housing Authority](#) – 02 October 2023 – Last Updated: 21 December 2023 –

Hits: 1637



A long-running tutoring program involving community-minded public-school teachers, several low-income families and locally based housing officials has won a statewide award. At the Annual Conference for Massachusetts NAHRO ([National Association of Housing and Redevelopment Officials](#)), the Arlington Housing Authority (AHA) got the Outstanding Agency Award for its Operation Success center and program.

The Outstanding Agency Award recognizes achievement and innovation of MassNAHRO agency members in the commonwealth. It was presented at the MassNAHRO Annual Awards Dinner at the Seacrest Hotel in Falmouth on Sept. 18.

According to AHA Executive Director Jack Nagle in a recent email, the Operation Success Learning Center offers free academic assistance to middle and high school students living in the Menotomy Manor housing complex, overseen by the AHA.

The program was created by Arlington Public School (APS) teachers Peg Regan and Janet Maguire through the support of then-AHA Executive Director Frank Hurd in 1999 and now is run by Maguire and Kim Serra.

APS teachers including Maguire, Regan and Serra volunteer. Help is generally available from 7 to 8:30 p.m. Mondays through Thursdays during the academic year. Operation Success, based at the manor's Life & Skills Center, has computers, study space and supplies needed to complete academic assignments.

"Each year, we have over 25 eligible students who choose to come for homework help. These students continue to return year after year, demonstrating an increased ability to prioritize their work, edit their assignments, advocate for help and problem-solve more efficiently," Nagle said in a recent email to YourArlington. "They also report feeling more connected to their peers, school and community as a result of Operation Success. Students have been able to secure jobs and/or college acceptance through help with applications and academics from Operation Success volunteers."



AHA Executive Director Jack Nagle, holding the plaque, with MassNAHRO President Michael Lara. / photo courtesy AHA

Nagle continued, "Operation Success helps students achieve a higher level of academic success by providing a safe and nurturing environment for students to develop their study habits, improve their grades, build self-esteem and foster a sense of community. We aim to eliminate barriers of access to school supplies by providing students with all the tools they need to complete their homework and go to school prepared to learn.

"While Operation Success has benefited from CDBG funding on an annual basis, costs have increased, while available funding has decreased. We hope that the Arlington community will consider attending or supporting Operation Success fundraisers or writing letters of support for future grant applications. Those interested in finding out ways to donate or assist can contact operationsuccess@arlingtonhousing.org "

Menotomy Manor in East Arlington is the largest affordable family housing development in town, with approximately 500 residents. It includes 179 two- and three-bedroom apartments located in 46 low-rise, two-story buildings and a Life & Skills Center on Fremont Court, Nagle said. He added that the average household income for Menotomy Manor residents is \$33,123.

At the same awards event last month, longtime AHA board member Nicholas Mitropoulos received a Massachusetts NAHRO Distinguished Service Award for his 22 years of service, Nagle said.

Feb. 22, 2023: Drake Village, Hauser improvements approved

This announcement, based on information provided by AHA Executive Director Jack Nagle was published Oct. 2, 2023.

Please donate

This reporting demonstrates your donations at work to support democracy here. Your Arlington is a 501(c)(3) nonprofit. Your contributions are tax-deductible.

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Renee Abbott

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CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Town of Arlington/Arlington Youth Counseling Center**

Contact Name: **Stacy Carruth** Title: **Executive Director**

Mailing Address: **670R Massachusetts Avenue; Arlington, MA 02476**

Email Address: **scarruth@town.arlington.ma.us** Phone: **781-316-3259**

Universal Entity Identifier (UEI) #: **T1LSFL7CKC97**
All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

N/A

B. Project Information

Project Name: Subsidized youth mental health services and domestic violence therapeutic support groups	Is this project new to your organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anticipated Start Date: 7/1/2024	Anticipated End Date: 6/30/2025
Amount of Request: \$20,000	Project Address(es): AYCC; 670R Massachusetts Avenue, Arlington, MA 02476

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 90+ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older)
 Homeless persons Severely disabled adults (as defined by Bureau of Census*) Battered spouses
 Persons living with AIDS Migrant farm workers Illiterate adults
 Other (please specify): _____

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: **15-25** Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Youth Counseling Center (AYCC) is a community-based mental health clinic serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington, offering individual, group, and family counseling, psychiatric evaluation, and medication management. AYCC is committed to ensuring that all community youth and families have access to culturally sensitive and high quality care. To this end, AYCC strives to identify and address systemic inequities that create barriers to care, including financial barriers. AYCC is one of the only providers in the area that accepts youth with public health insurance and provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copays. AYCC utilizes CDBG funding to provide free and reduced-fee care to low/moderate income families in need of financial assistance. In addition to youth mental health services, AYCC runs First Step- a support group for victims and survivors of domestic violence.

AYCC seeks \$20,000 in CDBG funding to provide the following services: 1) free and reduced-fee mental health counseling and medication treatment and 2) therapeutic groups and support services for people who have experienced domestic violence.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In calendar year 2023, AYCC conducted nearly 10,000 counseling and psychiatry sessions, and 41 group sessions, to 425 community youth and their caregivers. Roughly 30% of sessions were conducted via telehealth, enabling access to youth and families who were not able to engage in person. AYCC added two full-time and one part-time therapist to its clinical team to continue to address the growing demand for services. As a result, AYCC conducted more sessions and served more clients than in 2022. In the spring of 2023, one of AYCC's clinical interns joined the First Step group as a second clinical facilitator. Since being hired as a full-time AYCC clinician in June, she has continued to co-facilitate the weekly group, which consists of She has since stayed on as a full-time clinician, and the group has continued to meet weekly, with 6-8 members attending weekly.

In the second quarter of FY24 (after contract was made official), AYCC has successfully utilized CDBG funding to offer free and reduced-fee mental health counseling and psychiatry to 8 families (6 youth and 2 adults), providing 67 counseling sessions and 1 psychiatry session in total. AYCC also identified a new client for CDBG assistance. That client will begin services in January. Without CDBG funds, these families may have declined necessary mental health services due to financial barriers.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

AYCC will utilize its electronic health records (EHR) and billing system to document and track the need for, and distribution of grant funding among AYCC clients throughout the year. Financial barriers among prospective clients will be identified and documented at intake, and reassessed throughout treatment by the Billing Manager and AYCC clinicians. AYCC will also conduct biannual client satisfaction surveys and clinical review of treatment goals and objectives to assess satisfaction with and efficacy of treatment. First Step clinicians will document demographic data and weekly attendance of First Step members in the same EHR. The First Step group is free to all group members, regardless of income.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Town of Arlington Master Plan Goal- To coordinate and efficiently deliver Town services.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Personnel	\$20,000	\$1,444,655	\$1,464,655
Office Supplies		4,000	\$4,000
EHR& Zoom Software		\$44,000	\$44,000
Other		\$6,500	\$6,500
TOTAL PROPOSED BUDGET	\$20,000	\$1,499,155	\$1,519,155

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal: ARPA	\$50,000	Committed
State: Department of Mental Health	\$175,000	Pending
Local: Town Subsidy; School Contract	\$120,000; \$40,000	Pending
Private: Cummings Foundation & HHS Grants; Insurance Copayments	\$50K, \$50K; \$1,015,000	Committed, Pending; Pending
Total:	\$1,500,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Department of Mental Health: Pending submission/approval by State Legislature & Governor

Town Subsidy: Pending approval by Town Meeting

School Contract: Pending approval by APS Superintendent

Cummings Foundation: committed \$50,000 annual grant for 10 years

HHS Grant: pending approval by Arlington Health and Human Services Charitable Corporation

Insurance & Client payments: anticipated revenue for FY25

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$20,000 = \$800-1000 \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 20-25

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, it is AYCC's mission to make high quality mental health services accessible and affordable to all youth and families in the community, regardless of their ability to pay. Historically, CDBG has been a critical and reliable source of funding to support this goal. Should this year's project be funded at a lower amount through CDBG, AYCC would seek out other sources of funding to ensure that no family would be denied services due to financial constraints, and that the First Step group would continue to run weekly, at no cost to group members.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

mental Health Services
One in every five children, ages 3-17, suffers from a mental health disorder in a given year. Untreated, these disorders can have debilitating effects, causing significant functional impairments at home, in school, and socially with peers. Early detection and effective mental health interventions can help to minimize these effects, increase stability, and restore wellbeing in the lives of young people and their families. In Arlington, demand for youth mental health services had increased dramatically in the years leading up to the pandemic, as more children and teens expressed feelings of anxiety and depression. This trend was further exacerbated by the pandemic, as young people experienced major disruptions in their lives, including school closures, social isolation, economic hardship, and the loss of loved ones. Over the past few years, AYCC has consistently managed a wait list of over 200 families. Increasing clinical capacity (growing AYCC's clinical team) has helped AYCC to shorten the waitlist and reduce wait times; however, there are currently over 150 families waiting to be seen at AYCC. Fortunately, because of AYCC's free and reduced-fee services (supported by CDBG), Arlington youth and families who are uninsured or under-insured do not face additional, financial barriers to accessing care at AYCC.

First Step

According to the CDC, 1 in 4 women will report experiencing abuse over the course of a lifetime. The impact is widespread and devastating- victims and survivors of domestic violence experience a range of negative health outcomes, including emotional stress, psychological trauma, physical injury and death. The First Step program has led a support group for victims and survivors of domestic violence for over 20 years. Through education, support, and advocacy, First Step helps people who have experienced domestic violence develop healthy lives and relationships, and find support and empowerment within themselves, among other survivors, and throughout their community. The group meets weekly, with weekly participation ranging from 6-8 women.

B. GOAL

It is AYCC's overarching goal to provide equitable access to mental health services by offering funding support to clients when gaps in coverage, or other financial constraints exist.

Through the First Step group, it is AYCC's goal to provide free and accessible therapeutic support to people who have experienced domestic violence.

C. INPUTS

AYCC's Executive Director and Billing Manager will be responsible for overseeing the financial assistance application process for clients, and will manage the allocation of CDBG funding to eligible families.

AYCC's intake coordinator will assess for financial need among prospective clients, and will invite prospective clients to complete grant funding applications, as indicated.

AYCC clinicians will provide mental health counseling and medication treatment to AYCC clients. Clinicians will also assess and refer clients for financial assistance, as needed, throughout the course of treatment.

AYCC clinicians will conduct group intakes, assess for group readiness and safety of prospective members, and co-facilitate weekly First Step groups.

D. ACTIVITIES

The Executive Director and Billing Manager will update CDBG eligibility criteria in grant documents, and distribute grant applications to families with identified financial need. The intake coordinator will also assess for financial need and distribute grant applications to prospective clients.

The Executive Director and Billing Manager will review applications and supporting documentation to determine eligibility for CDBG assistance.

The Billing Manager will credit CDBG funding to approved client accounts for outstanding session copayments, insurance deductibles, or other client balances.

AYCC clinicians and psychiatrist will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.

AYCC clinicians will manage group intakes and co-facilitate weekly First Step groups

E. OUTPUTS

Income-eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services through AYCC, at no cost to them.

People who have experienced domestic violence will receive therapeutic support through weekly First Step groups.

F1. SHORT-TERM OUTCOMES

Youth and families from low/moderate income-earning households will receive mental health services to address their presenting mental health concerns.

People who have experienced domestic violence will have a safe space to process trauma and receive support from others.

F2. LONG-TERM OUTCOMES

Improved social, emotional, and behavioral functioning among youth- at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.

Improved health and wellbeing among Arlington families.



CDBG

community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Council on Aging, Town of Arlington**

Contact Name: **Kristine Shah** Title: **Executive Director**

Mailing Address: **27 Maple Street Arlington, MA 02476**

Email Address: **kshah@town.arlington.ma.us** Phone: **781-316-3401**

DUNS #: **UEI# T1LSFL7CKC97**
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.
Cooperative Elder Services, Inc.

B. Project Information

Project Name: **Adult Day Program Scholarships** Is this project new to your organization? Yes No

Anticipated Start Date: **July 1, 2024** Anticipated End Date: **June 30, 2025**

Amount of Request: **\$10,000** Project Address(es): **2352 Main St., Suite 108 Concord, MA 01742**

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geemap.ffcic.gov/FIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMI): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): _____

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: **10**

Households Assisted: **10**

Jobs Created: _____

Businesses Assisted: **1**

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Council on Aging and Cooperative Elder Services collaborate to identify older adults and families that can benefit from day programs (the Arlington Community Center has excellent programs, but not the professional care that is needed for drop-off adult day care programs). Caregivers need respite and older adults need socialization in a safe and structured environment. Council on Aging social workers have noted that Adult Day programming is a huge benefit to many, but is cost prohibitive to most of the clients we serve. This grant would provide \$1,000 scholarships/subsidy (equivalent to 12 days of programming) to 10 Arlington Residents so that they can use Adult Day programming at Cooperative Elder Services, Inc. This partner provides nursing and health care services, meals and other social programs for individuals with medical or cognitive challenges. The services provided at Adult Day Health go above and beyond the services the COA.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The Arlington Council on Aging continues to have a strong relationship with CESI. We also committed to more community outreach and education around Adult Day programs. This was the first year that \$1,000 per person scholarships were available, thanks to the generosity of CDBG. This level of support has been more impactful and encourages families to use the program.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Quarterly, we discuss outcomes and upcoming goals for Cooperative Elder Services and their adult day health programming. We do this as a team of COA staff, including social workers, and Cooperative Elder Services employees and leadership. We will evaluate success based on the number of new Arlington residents that use Cooperative Elder Services programming because of the stipend/scholarship afforded by this grant.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

**Collaborating with other organizations to help meet needs the COA can't meet otherwise.*

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing	
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities	
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments	
<input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments	

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

Town wide
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

No, not available from other providers in the community
 Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
 One (1) copy of agency's most recent financial audit
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

Letters of Support
 Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
CDBG Grant	\$10,000		\$10,000
TOTAL PROPOSED BUDGET	\$10,000		\$10,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 10,000 = \$ 1,000 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 10

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount, less residents will be able to receive scholarships for Adult Day Health programming through CESI. We will divide the total grant amount by \$1,000 to calculate how many families will benefit from a scholarship/grant in FY25.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Nearly 65% of caregivers in Arlington experience the financial impact of providing quality care for a loved one. This number is likely much higher than reported due to the growing number of aging adults in Arlington (11,035 currently). In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss to care for a family member. Connecting older adults in need to Adult Day Health services is important because they are services that we can not provide through the Council on Aging and they are crucial to family respite and also continued social engagement for adults as they age.

B. GOAL

To reduce the impact of aging and chronic conditions on older adults and their families. To not allow increased needs cause older adults to isolate; to provide a quality option for social engagement and interaction to all older adults, not only to those who can interact independently. To incentivize new families to use the services at Cooperative Elder Services and have a healthier balance of caring for their loved one and caring for themselves.

C. INPUTS

Continue outreach to older adults and families in Arlington about Cooperative Elder Services, the programs they provide, and the stipend that this grant makes available. Continue to educate COA social workers and staff so that they refer necessary families to the services at Cooperative Elder Services. Identify COA clients who are likely to benefit from CESI's services and discuss the option with them and their families.

D. ACTIVITIES

Organize tours of Cooperative Elder Services for COA Board members and other community stakeholders so they can be aware of the services that exist right here in Arlington. Continue to remind all COA staff, especially social workers, about the scholarships available for older adults in Arlington to utilize day for programming through CESI. Continue building relationships with CESI and collaborate on projects.

E. OUTPUTS

Provide more community education and outreach on ACMi and in our printed newsletter to older residents in Arlington about the benefits of Adult Day Health programming.

F1. SHORT-TERM OUTCOMES

Provide 10, \$1,000 stipends/scholarships for Arlington Residents to use toward Cooperative Elder Services programming.

F2. LONG-TERM OUTCOMES

Arlington families will be more aware of the benefits of Adult Day Health programs and view Cooperative Elder Services as a resource when they need it. They will know to contact the Council on Aging to make this referral and be able to access the most up to date resources and assistance that they are entitled to.



CDBG

community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Council on Aging, Town of Arlington**

Contact Name: **Kristine Shah** Title: **Executive Director**

Mailing Address: **27 Maple Street Arlington, MA 02476**

Email Address: **kshah@town.arlington.ma.us** Phone: **781-316-3401**

DUNS #: **UEI# : T1LSFL7CKC91**
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? Yes No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **COA Transportation Program** Is this project new to your organization?
 Yes No

Anticipated Start Date: **July 1, 2024** Anticipated End Date: **June 30, 2025**

Amount of Request: **\$30,000** Project Address(es): **27 Maple Street Arlington, MA 02476**

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://econmap.ffiec.gov/FFIECGeocMap/econodeMap1.asp> to determine your activity's census tract code. Census Tract: _____

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older) Battered spouses
 Homeless persons Severely disabled adults (as defined by Bureau of Census*) Illiterate adults
 Persons living with AIDS Migrant farm workers Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **761** Households Assisted: **_____** Jobs Created: **_____** Businesses Assisted: **2**

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The COA Transportation program is a heavily relied upon, crucial department for older adults in Arlington. The program is comprised of two fully accessible 8-passenger vans driven by 6 part time van drivers for rides within Arlington and Market Basket in Burlington, a taxi voucher program partnering with Arlington Belmont Taxi, a Volunteer Medical Driver program for medical rides outside of Arlington, and a partnership with Uber for medical rides outside of Arlington. The COA vans are paid for through a grant from MassDOT. The COA receives over 50 calls per day with transportation requests and projects completing over 9,291 rides to 761 individuals last year. Residents call and our Transportation Coordinator matches them up with the transportation service that best fits their needs.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

STRENGTHS: The increase in COA programs and services have lead to an increase in transportation requests. Due to extreme parking limitations, we offer "free" rides on our vans to and from the center so residents can participate in crucial activities that combat social isolation and also social service appointments with our staff. COA staff continue to be innovative and flexible to meet transportation needs. We have also continued to see growth our transportation services due to our partnership with Arlington EATS. Arlington EATS riders currently make up about 270 rides on our vans per month. Our van has added a second day of van service to market basket due to requests, and now makes 6 jam-packed round trips to and from Market Basket each week, serving 30 individuals weekly.

CHALLENGES: It is no surprise that transportation is a growing need given the fact that it is a key element to aging in place. As the Arlington population ages (11,035 residents are currently age 60+ in town) we will continue to see increased transportation needs. The largest challenge we have is keeping up with the amount of transportation options, drivers, volunteers and services that we have available to meet the growing need.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We offer all transportation program participants a survey so they can submit feedback to us annually and as we talk to them usually weekly, we are continuously listening to rider feedback and implementing solutions to their issues. Since all of our rides and rider information is carefully tracked using our My Senior Center software, we can easily pull reports to show information on riders, types of rides, destinations, partnerships and statistics. This information allows us to constantly evaluate the program and adjust as needed.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

Town of Arlington Master Plan Fair Housing Action Plan Net Zero Plan
 Housing Plan Open Space & Recreation Plan Other Age and Dementia Friendly Action Plan
 Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Transportation options allowing residents to age in place

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

Improve the Condition of Existing Housing: Provide decent, affordable housing
 Increase Economic Development Opportunities: Create economic opportunities
 Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
 Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

Town wide
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

No, not available from other providers in the community
 Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
 One (1) copy of agency's most recent financial audit
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

Letters of Support
 Resumes, brochures, newspaper articles, or other organizational marketing materials

*• Monthly Newsletter Page
• Example Daily Transportation Schedule*

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
CDBG GRANT	\$30,000		\$30,000
Symmes Transportation Grant		\$15,000	\$15,000
Municipal Budget/Retained Earnings/Rider Fees		\$110,349	\$110,349
TOTAL PROPOSED BUDGET	\$30,000	\$125,349	\$155,349

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	Municipal Budget/Ret. Earnings/Rider Fees	\$110,349
Private:	Symmes Transportation Grant	\$15,000
Total:		\$125,349

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Municipal budgets for FY25 have been submitted and are in final stages of the process. The Symmes Transportation Grant is due every year in June and we have a long history of support from that foundation.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 30,000 = \$ 39.42 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 761

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Our Transportation Department would need to significantly cut back on services in order to run at its current capacity if our CDBG funds were lower than the requested amount.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Transportation is a crucial need of adults as they age, especially if they chose to age in place. Transportation is an obstacle that has impact on disparities in health care and access to socialization and other services. As the age 60+ population becomes larger than any other age group in town (projected to be at 40% of the Arlington population within the next 5 years), the Council on Aging has developed and maintains a comprehensive menu of affordable transportation options for older adults in Arlington. Currently, there are 11,035 adults over age 60 in the Arlington town population.

B. GOAL

The COA will run a transportation program that will fill the gaps of transportation needs of older adults in Arlington and keep up with demand as it grows. COA will partner with other town organizations, especially volunteers, that provide crucial services to older adults and partner with them regarding transportation needs so that the program can run as efficiently as possible.

C. INPUTS

Secure funding to cover transportation program costs, educate and train staff and drivers, promote and market transportation options, assess ever changing needs and new ideas that are developed in the transportation industry, partner with regional and local transportation companies/organizations, provide scholarships for older adults who can not afford COA ride fees. Continue to hire as many volunteer drivers as possible to fill needed gaps.

D. ACTIVITIES

Continue promoting and find new ways to educate older adults in Arlington about COA transportation options. Highlight COA transportation stories, drivers, programs and success in local media. Continue to expand transportation options in order to keep residents engaged and excited (example: adding on weekly rides to Market Basket in Burlington or expanding transportation options to cover evening needs). Continue to reach out to and secure new transportation partners in order to meet growing needs. Continue to grow relationships with local hospitals and medical providers so they can promote our transportation programs to their patients who live in Arlington, in need of medical transportation.

E. OUTPUTS

Older adults in Arlington are able to participate in Community Center programming, decreasing social isolation, and are able to participate in services through the COA in order to allow them to age in place. No matter what locations they need to visit, the COA is able to match them with an appropriate transportation method without finances being an obstacle.

F1. SHORT-TERM OUTCOMES

Two COA Vans continue to run 5 days a week to accommodate current in-town ride needs. Our list of volunteers and partner organizations continues to grow and is able to fulfill out of town transportation needs.

F2. LONG-TERM OUTCOMES

The COA transportation program continues to meet the needs of older adults in Arlington and grows to accommodate the growing population of older adults.

Transportation News

Our Van and Transportation program is extremely busy! We always try our best to accommodate your ride requests, but there may be some days when we can't meet the needs of all riders. Last minute requests cannot be accommodated.

COA Van for Rides Within Arlington

Our COA accessible vans can take you to local places such as: medical or dental appointments, grocery shopping, the bank, pharmacy, hardware store, hair appointments etc. Program availability is limited. Rides are \$3 each way within Arlington. Pay cash on the van or use an Easy Ticket.

Van Rides to Council on Aging Events at the Arlington Community Center and Podiatry are Free!

Limited Low Cost Medical Rides Outside of Arlington

If you have a medical appointment outside of Arlington, we may be able to match you up with a volunteer medical escort who can drive you **for \$10 each way**. Please call Michelle if you have a medical ride coming up and we will try to accommodate you. Please give us as much advance notice as possible.

Rides for Cancer Related Treatment Thanks to a grant from the Sanborn Foundation, all cancer related rides by Uber, Taxi or Van are free for Arlington residents of all ages.

DART (Dial a Ride Taxi)

Our DART program is for taxi rides within Arlington even when the COA is closed. Tickets are \$5 each way and you have the independence of calling the taxi company directly to schedule your rides.

Market Basket Burlington Van Every Tuesday and Thursday - \$3 Each Way

Our van makes a few round trips to Market Basket in Burlington on Tuesdays & Thursdays. Space is limited and you will need to be able to carry your own bags. Pay in cash on the van or use an Easy Ticket.

Senior Charlie Cards Michelle may be able to help with signing up for a MBTA pass-call her for info.

**Call Michelle to Schedule Your Van or Medical Ride at
781-316-3403 and always leave a voicemail message
including your telephone number**

**Please Remember: We Must Have at Least
48 Hours Advance Notice to Schedule a Ride**

COA Easy Ticket: A Way to Pay for all of Your Council on Aging Classes and Rides

- Easy Tickets are good for all \$3.00 classes, COA luncheons and the van
- You can still sample a class for free-just ask
- Easy Tickets are not valid for Taxis or Minuteman Congregate lunches
- Easy Tickets do not expire



These are sold in sheets of 10 tickets for \$27.00 (a \$3.00 savings!) We do not take credit or ATM cards. Let us know if you need a scholarship. Tickets are for convenience only and are not required to ride or participate.

Please Don't Forget to Register! Keep Us Updated!

Call or stop into our COA Office to register for any class you are attending. From time to time we may have cancellations or updates about classes. You need to be registered to get these updates!

Using your scan card is required when you attend COA programs and you also must register for each class.

Call or drop into our office to register, get your card or to make sure we have your current phone and email information! This information is for COA use only and is not shared with any other organization or office.





CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Council on Aging, Town of Arlington**

Contact Name: Kristine Shah Title: Executive Director

Mailing Address: **27 Maple Street Arlington MA 02476**

Email Address: **kshah@town.arlington.ma.us** Phone: **781-316-3401**

DUNS # - UEI # - TILSFL7CKC97
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? Yes No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **COA Volunteer/Transportation Coordinator** Is this project new to your organization? Yes No

Anticipated Start Date: **July 1, 2024** Anticipated End Date: **June 30, 2025**

Amount of Request: **\$53,134** Project Address(es): **27 Maple Street Arlington MA 02476**

C. Eligibility

National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **400**

Households Assisted: **1,400**

Jobs Created: **1**

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Volunteer and Transportation Coordinator has been a grant funded position at the COA since 1990. This role serves to supervise and coordinate volunteers as well as manage the van and transportation programs and is essential to the Council on Aging's mission to engage older residents in community participation, decrease social isolation and provide access for traditionally underserved populations. This position currently oversees over 300+ volunteers annually who participate in a variety of projects, programs and activities. They also are in charge of taking all calls related to transportation, scheduling all rides, managing van drivers, daily contact with the taxi company and uber drivers, and creating the daily transportation schedule. It is a crucial position that has an enormous daily impact on the department.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

STRENGTHS IN 2023: The COA has continued to do extensive outreach to residents who are non-English speaking. The Volunteer & Transportation Coordinator has taken on a large portion of that initiative and currently books transportation and volunteer jobs for Chinese speaking individuals (40+ new individuals who started participating with the COA in FY24). In order to reach more residents with COA services, we need to have our volunteers reflect the populations we serve.

Another strength for of this position in 2023 is recruiting new volunteers to meet our demand. With the 40% growth of COA programs and services, we have come to rely heavily on our volunteer greeters and room monitors daily. This position manages these crucial positions and makes sure they are covered so that residents enjoy a consistent level of support and service when they are here.

CHALLENGES IN 2023: Due to increased volunteer transportation requests for out of Arlington medical appointments, we had had a hard time meeting the demand with enough volunteer drivers. To assist with this issue, we have applied for additional grants to cover the rides when a volunteer driver can not be recruited. We have also had huge growth in our van ride demand since we are the exclusive transportation partner for Arlington EATS. We are looking for grant funding to help cover the cost of increased driver hours and have applied for a 3rd COA Van in order to meet these growing transportation needs. Applying for additional grants is an area that we will continue to build upon as we need to fulfill needs to meet the growing demands.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We are proud that we continuously seek feedback and conduct evaluations with all of our volunteers and also all areas of our transportation program. Annually we host a Volunteer Appreciation event where we have the goal of stewarding our volunteers and keeping them engaged in our mission. This event gives volunteers the time and opportunity to share feedback with us about their volunteer experience and allows us to make changes to improve. Our transportation program also continuously seeks feedback through surveys and contact with each rider to ask them how their experience with our transportation has been.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

Town of Arlington Master Plan Fair Housing Action Plan Net Zero Plan
 Housing Plan Open Space & Recreation Plan Other Age and Dementia Friendly Action Plan
 Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

- Prevent social isolation of older adults
- Transportation options that allow residents to age in place

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

Improve the Condition of Existing Housing: Provide decent, affordable housing
 Increase Economic Development Opportunities: Create economic opportunities
 Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
 Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

Town wide
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

No, not available from other providers in the community
 Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
 One (1) copy of agency's most recent financial audit
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

Letters of Support
 Resumes, brochures, newspaper articles, or other organizational marketing materials
Article from 2023 Volunteer Appreciation Event
Example daily transportation schedule

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Volunteer/Transportation Coordinator Position	\$53,134		\$53,134
TOTAL PROPOSED BUDGET	\$53,134		\$53,134

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. The amount we are asking for is the FY25 salary for the COA Volunteer/Transportation Coordinator.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 53,134 = \$ 132.84 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 400

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the grant is funded at a lower amount than requested, we will not be able to pay the salary for the Volunteer/Transportation Coordinator. This position is one of the most crucial at the Council on Aging and impacts thousands of residents between the work they do managing volunteers and the entire transportation program.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

The Volunteer/Transportation Coordinator position allows a structured framework for engagement of interested older adults and other volunteer engagement in Arlington. Volunteering within the COA allows residents to provide crucial services and programs to the residents we serve and allows excellent services to take place at a lower cost. It also provides a deep sense of purpose and responsibility which is crucial to older adults who are fighting loneliness. Volunteer jobs like the ones organized through the COA for Property Tax relief also provide a financial benefit for the volunteers.

B. GOAL

Goals include engaging residents of Arlington in civic engagement opportunities and meeting the needs of older residents when staff resources are low. Needs are fluid and ever changing, our goal is to be able to leverage volunteers when necessary to meet a need in the community and recruit volunteers whenever possible to help meet needs. Another goal is to provide volunteer jobs to any older adult who is looking for engagement, and create a sense of purpose and avoid social isolation.

C. INPUTS

Maintaining the investment in the position of Volunteer/Transportation Coordinator. Putting time and energy in to continuously recruiting new and stewarding current COA volunteers. A focus on keeping Arlington "Age Friendly" allows the Volunteer Coordinator position to thrive and grow their impact. Creating a welcoming and inviting space for all here at the Arlington Community Center will encourage more older adults to step forward as volunteers.

D. ACTIVITIES

This position manages 300+ volunteers who contribute to the 120+ programs and events hosted by the Council on Aging. Additionally, this role coordinates the volunteer placements for the Senior Tax Work Off and Harry Barber volunteer programs. As stated in earlier sections of the application, this position is also responsible for our entire transportation program for the department, which completes over 9,000 rides each year.

E. OUTPUTS

Volunteer opportunities allow for older adults to engage in their community, reduces isolation, frailty and depression. Volunteering also provides visibility and access for residents and increases awareness of food insecurity programs and other services and benefits. The programs and activities that these volunteers engage in reach over 5,000 participants per year.

F1. SHORT-TERM OUTCOMES

Maintain the integrity of the COA Volunteer program while sustaining and cultivating current volunteers within the program. Continue to steward meaningful relationships with volunteers who are flexible and able to meet changing volunteer needs, keeping those who are interested engaged and active in the community.

F2. LONG-TERM OUTCOMES

The COA will have a reliable and invested group of volunteers that are trained and ready to step in when any needs arise. Volunteers will be fulfilled in their experience with the COA and have lasting impact on older adults in Arlington. The Volunteer/Transportation Coordinator is crucial in stewarding these volunteers.

Home / YourArlington Archives: News, opinion since 2006 / Residents / People / News / News / Senior-citizen news / Council on Aging thanks volunteers for their service to local seniors

Council on Aging thanks volunteers for their service to local seniors

By YourArlington staff – Category: Senior-citizen news –

16 June 2023 – Last Updated: 30 December 2023 – Hits: 20212

seniors



Arlington Seniors Association board members were honored recently.

From left are Claire Foley, Lorraine Accardi, Joanne Morel, Pat O'Connell, Elisa Lopez, Peggy Pellegrino, June Mackey, Tim Mast and Rose Eromlin.

/ Frank Tadley photo

[SEE MORE PHOTOS >>](#)

"Everybody can be great ... because anybody can serve," said the Rev. Martin Luther King Jr.

"You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve You don't have to know the second [law] of thermodynamics in physics to serve.

You only need a heart full of grace. A soul generated by love."

In that spirit, an estimated 70 volunteers attended as the Arlington Council on Aging held its annual Volunteer Appreciation Luncheon earlier this month at the community center.

Executive Director Kristine Shah with Volunteer Coordinator Michelle Tse addressed those at the gathering to thank them for their dedication to the older adults of Arlington.

On May 4, awards were given to several outstanding volunteers, and the Arlington Seniors Association was also

recognized with the Legacy Award for its years of dedication to the town's older adults, a news release said.

The council emphasized that it appreciates the more than 280 volunteers who assist with its programs and activities each year. Frank Tadley took the photos.

This news announcement was published Friday, May 19, 2023, based on information from Kristine Shah, executive director of the Council on Aging in Arlington.

<

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Bob Sprague

LATEST NOTICES



 Center for Jewish Life

<

Christmas gifts presented to kids by police officers, firefighters, housing employees

The Arlington Housing Authority (AHA) brought some pre-Christmas cheer to the littlest residents of...

>

75 gathered at Whittemore Park for Menorah lighting in recognition of Hanukkah

UPDATED Dec. 21: Residents saw an 8-foot-tall menorah lit at 4 p.m. Tuesday, Dec. 12 in Whittemore...

SUPPORT YOURARLINGTON

An informed Arlington keeps democracy alive



CDBG
Community Development Block Grant Program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Fidelity House**

Contact Name: Lisa Urben	Title: Youth Program Director
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Mailing Address: 25 Medford St, Arlington, MA 02474

Email Address: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
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DUNS #: <i>UEI S708KU9UX0B3</i> All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
--	---

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: Jobs Jobs Jobs Program	Is this project new to your organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
--------------------------------------	--

Anticipated Start Date: 7/1/24	Anticipated End Date: 6/30/25
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Amount of Request: \$5,000	Project Address(es): Fidelity House, Fidelity House Day Camp
----------------------------	--

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffi.org/FFIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): LMI

Individuals

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: 4

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House offers child care job training and employment for teens from low to moderate family income levels. The youth develop skills that will help pave the way for future employment, life choices and developing an understanding of the benefits of employment.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The teens who work through this program are invaluable, a great asset to our programming and have been responsible & positive! It always take a little more effort to reach out to youth who can benefit from this opportunity and our challenge is always to make sure teens are aware of this opportunity.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for yearly comparisons. Criteria for success will be based on the number of teens and the length of time employed.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input checked="" type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input type="checkbox"/> No, not available from other providers in the community
<input checked="" type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Salaries/training	\$5,000		\$5,000
TOTAL PROPOSED BUDGET	\$5,000		\$5,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects.

Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT:	\$ <u>5000</u>	= \$ <u>1000</u> PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES:	# <u>5</u>	

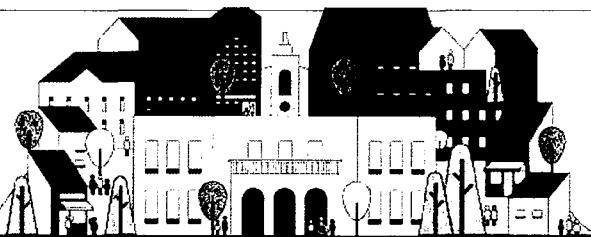
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The full amount goes directly to the youth. A lower amount will either reduce the number of teens we are able to hire or reduce the time they work per week but can still be offered.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
This Jobs, Jobs, Jobs program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to jobs. We have found that teens from low income families may not have the same support system or self confidence to pursue opportunities as teens from higher socio-economic backgrounds. The financial compensation is often used to benefit the teen and their family's basic needs. The job, learning to work with youth, is a lifelong skill that will benefit their interactions with their families and neighbors, their future families and could lead to a rewarding career path.	
B. GOAL	
<p>Insure there are positions available for youth program employment for teens from low to moderate income families.</p> <p>Increase communication about summer employment opportunities and encourage teens from low to moderate income families to apply.</p>	
C. INPUTS	
Training, child care jobs at Fidelity House & Fidelity House Day Camp and Program Director staff will be overseeing their progress.	
D. ACTIVITIES	
The Program Directors will provide required training for teens to work with children, provide weekly employment and supervision and follow up with on the job feedback to enhance performance. Additional training to address public health or safety protocols or equipment needs will be provided if necessary.	
E. OUTPUTS	
<p>4 youth benefit from the training and experience of college age and professional staff.</p> <p>100% of the teens continue to work during the school year.</p> <p>This program served 100% of teens whose family household income levels are determined to be Extremely Low or Very Low by the Federal Department of Housing and Urban Development.</p>	
F1. SHORT-TERM OUTCOMES	
<p>Low to moderate income youth will receive economic gain they can use immediately or towards future endeavors.</p> <p>Low to moderate income youth will learn employable job skills and gain experience for future employment.</p>	
F2. LONG-TERM OUTCOMES	
Youth become active community members as employees, family members and good citizens.	



CDBG

Community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Fidelity House**

Contact Name: **Lisa Urben** Title: **Youth Program Director**

Mailing Address: **25 Medford St., Arlington, MA 02474**

Email Address: **fidelityhouseordir@hotmail.com** Phone: **781-648-2005**

DUNS #: **UEI 5708KU9UX0B3**
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **Menotomy Manor Outreach Program** Is this project new to your organization? Yes No

Anticipated Start Date: **7/1/24** Anticipated End Date: **6/30/25**

Amount of Request: **\$21,000** Project Address(es): **Fidelity House Day Camp & Menotomy Manor 3563**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geemap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older) Battered spouses
 Homeless persons Severely disabled adults (as defined by Bureau of Census*) Illiterate adults
 Persons living with AIDS Migrant farm workers Other (please specify): **LMI Individuals**

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: **150**

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House's Menotomy Manor Outreach Program directly serves the youth who reside at Menotomy Manor, Arlington's low income family housing. It is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial) and assimilate the youth into community wide programming. It provides camperships and transportation to/from Menotomy Manor to attend our Summer Day Camp and gives free memberships, scholarships for school year youth programming. Onsite programming and transportation to Fidelity House during the school year are part of the outreach. It is a unique program that is able to offer stability, short term and long term benefits for the youth/families that reside at Menotomy Manor and ultimately benefits the entire Arlington community.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Fidelity House was able to provide opportunity to more youth/families last summer by providing one week of camp and transportation from the first until the last day of summer. We also maintained our weekly onsite programming and made sure scholarships were provided for school year programming. Our main challenge now is finding ways to serve a similar number of youth and be able to lengthen their participation time during a time when the cost of everything is increasing. During the summer, 100% of the youth are looking to attend more than one week of camp. Transportation becomes a limiting factor for attendance during the school year programming. Fidelity House is looking to address those needs this year in the hopes of providing a working balance of quality youth development to as many youth as possible.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for seasonal comparisons for all facets of the Outreach programming. Criteria for success is based on the number of youth/community attending our programs and the length of time services provided. Program evaluations are made seasonally, comparing past and potential use and impacting direct communication methods.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Masterplan/Town Goals address our community's action service and culture and recreation

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- Improve the Condition of Existing Housing: Provide decent, affordable housing
- Increase Economic Development Opportunities: Create economic opportunities
- Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide
- Specific Area – Which block group(s)/census tract(s) is/are the project located in?

3563.00

Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community
- Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support
- Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Office, Mailings		\$500	\$500
Travel		\$6,000	\$6,000
Salaries, admin 10%		\$17,712	\$17,712
Day Camp Camperships	\$21,000		\$21,000
Program Activity Scholarships		\$12,000	\$12,000
TOTAL PROPOSED BUDGET	\$21,000	\$36,212	\$57,212

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	\$26,212	
Private:	\$10,000	
Total:	\$36,212	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$21,000 = \$525 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 40

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

A lower amount reduces the number of youth we are able to send to Day Camp. We currently have had to limit to one week and would not look to reduce that.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

The Menotomy Manor Program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to education (preschool), health and wellness, recreation, and health and social services activities.

The need to develop a firm foundation, increase developmental skills and further the social, physical and emotional growth of youth in the community are universal and is a lifelong process. This program serves youth in our community who are at risk of not receiving the same opportunities and developmental foundation because of financial and transportation considerations. 95% of our families served last year had family incomes that were considered extremely low or very low by the Federal Department of Housing and Urban Development while 5% were considered low moderate income households. This translates to 100% of those families being at risk to not receiving the same opportunities or developmental foundation.

B. GOAL

Our program goals ultimately Increase Access to Education (preschool age), Transportation (removing a barrier to participation) and Other Services (day care and recreation activities that promote development of physical, social & emotional growth of the individual and develop citizenship).

Increase both the participation and length of participation of youth that reside at Menotomy Manor.

Decrease barriers to participation by providing transportation and financial assistance year round.

Provide a consistent presence during their developmental years that also provides prevention/intervention programming and assimilates youth into a larger community.

C. INPUTS

Staff: Youth Program Director, Outreach Coordinator plus adjunct transport/ college/ high school age personnel.

Bus : transportation

Facilities: Day Camp location, Fidelity House and onsite building use.

Scholarships: year round

D. ACTIVITIES

The facilities, staff and transportation all work together to expand youth opportunities and experiences that will ultimately increase the physical, social & emotional growth of the individuals. In the Summer, scholarships are offered for Day Camp (including daily swimming lessons) and transportation from Menotomy Manor to camp and back is provided. During the school year, scholarships to programs, preschool age through high school age, are provided. Free memberships are offered. Onsite programming is offered one day a week.

During very limited access restrictions, Fidelity House provides scholarships to youth for all child care programs that are able to operate.

E. OUTPUTS

This program served 100% of families/children whose family household income levels are determined to be Extremely Low, Very Low or Moderate Low by the Federal Department of Housing and Urban Development.

100% of the youth served receive transportation to/from Fidelity House to Menotomy Manor.

There was an 18% increase in number of Youth who were able to attend Day Camp this year.

F1. SHORT-TERM OUTCOMES

Youth will learn new skills
Youth will widen their circle of friendships and community contacts
Youth will gain new perspectives
Youth will increase their physical, social and emotional growth

F2. LONG-TERM OUTCOMES

Youth remain active, healthy citizens and self reliant in adulthood.



CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Town of Arlington Recreation Department**

Contact Name: **Joseph Connelly** Title: **Director of Recreation**

Mailing Address: **422 Summer Street, Arlington, MA 02474**

Email Address: **jconnelly@town.arlington.ma** Phone: **781-316-3889**

DUNS #: **All entities receiving federal assistance must have a DUNS #.** Registered on SAM.gov? Yes No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.
NA

B. Project Information

Project Name: **Recreation Scholarship** Is this project new to your organization? Yes No

Anticipated Start Date: **7/1/2024** Anticipated End Date: **6/30/2025**

Amount of Request: **\$15,000** Project Address(es): **Same**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): <u>LMI</u>

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: 100 Households Assisted: 50 Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Recreation Scholarship fund is available to all residents who qualify using the standards provided to us by the CDBG program. Applicants can qualify for anywhere from 25%-100% reduction in the program fees. Residents are eligible for one program per season, per child in the family. We also provide a 10% reduction in our after school program fees for qualifying applicants. This equates to one month free tuition.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Last year we offered 34 scholarships to a variety of individuals in need. The strengths of the program is that it allows residents in need to request assistance throughout the year so that families and youth are able to participate in programming year round. The challenge of this program is making sure all applicants submit the correct paperwork with their application.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington Recreation will continue to evaluate the scholarship program and look to expand the number of scholarship applicants. This will be done by increasing the awareness of the scholarship program through our email marketing system.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input checked="" type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

Town wide
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

No, not available from other providers in the community
 Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
 One (1) copy of agency's most recent financial audit
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

Letters of Support
 Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarship Program	\$15,000		\$15,000
TOTAL PROPOSED BUDGET	\$15,000		\$15,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ 150 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, we will spread out the funding as far as we can to as many individuals as we can.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
There is continuous need in our community for financial assistance for recreational and family programming. Often applicants request summer and after school care programming for daycare seasons. This program assists parents/guardians in their daycare needs so that they are able to work knowing their children are being cared for in a safe and caring local environment.	
B. GOAL	
The goal of Arlington Recreation is to never turn down a prospective program participant due to financial hardship. Arlington Recreation will work with residents and families to make sure all Arlington youth have the opportunity for the same recreational shared experiences.	
C. INPUTS	
Our input is the marketing of the availability of funding. We do this through our seasonal brochures, website, and in cooperation with various community partners.	
D. ACTIVITIES	
All programming activities are available for scholarship. The most common program requests are for summer camp opportunities, after school programming, and Arlington Reservoir beach family passes.	
E. OUTPUTS	
The number of residents and families we service each year varies depending on a variety of factors. With the requested award being \$15,000 and our average recreational summer program price being \$150, we anticipate a minimum of 100 residents and families being serviced.	
F1. SHORT-TERM OUTCOMES	
The short term outcomes is to enable all residents the same opportunity for a local recreation experience without financial barriers.	
F2. LONG-TERM OUTCOMES	
The increased community bond that is experienced by a child/family by participating in local programming. Often our scholarship recipients end up attending our programs for several years and later become employees or volunteers for the department.	



CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington EATS**

Contact Name: **Andi Doane** Title: **Executive Director**

Mailing Address: **117 Broadway, Suite A, Arlington, MA 02474**

Email Address: **adoane@arlingtoneats** Phone: **339-707-6757**

Universal Entity Identifier (UEI) #: **QFF4QJ9HLB78**
All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov? Yes No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.
NA

B. Project Information

Project Name: **Food for Arlington EATS Market** Is this project new to your organization? Yes No

Anticipated Start Date: **On-going** Anticipated End Date: **On-going**

Amount of Request: **\$30,000** Project Address(es): **117 Broadway, Suite A**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older) Battered spouses
 Homeless persons Severely disabled adults (as defined by Bureau of Census*) Illiterate adults
 Persons living with AIDS Migrant farm workers Other (please specify): **Migrants**

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: **2,950**

Households Assisted: **1,282**

Jobs Created: **0**

Businesses Assisted: **0**

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington EATS' (EATS') mission is to engage the community in eliminating food insecurity and hunger in Arlington, MA. EATS strives to reach as many food-insecure individuals as possible and continuously works to develop new programmatic approaches that accommodate various circumstances, including; scheduling constraints, physical abilities, language preferences, and dietary needs.

By expanding its services beyond the traditional food pantry model and actively reducing social stigma associated with using food assistance services, EATS aims to ensure that all residents in need have access to nourishing food options which allows them to pursue economic opportunity and fulfill other needs. CDBG funds will be used to purchase food to support the enormous documented increase in need for our services that has occurred in the past calendar year. (According to the Greater Boston Food Bank's latest numbers, there were three times as many individuals experiencing food insecurity than in the previous reporting period). Please see section III A for additional details.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

NA

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All Arlington EATS programs are evaluated internally by staff based on cost-effectiveness, the number of families served, and the amount of food distributed. In each program we survey guests annually. Once every two years we do an agency-wide survey, which is distributed either on paper or online to all guests who are registered in our database.

Our most recent agency-wide survey was translated into 12 languages and sent to all guests who registered between May 2021 and June 2022. We received 224 responses in which 10 different languages were represented. This survey was focused on improving the experience for EATS guests. Our experience and response rates demonstrate our capacity to evaluate this initiative using this method.

In these surveys all relevant stakeholders are considered including program guests, volunteers and staff. We inquire about each stakeholders' opinions surrounding the accessibility to healthy local food, food choice (including culturally appropriate options), the impact on Supplemental Nutrition Assistance Program (SNAP) and Healthy Incentives Program (HIP) usage, feelings of community involvement and connectedness, and suggestions for improvement.

In order to ensure language is not a barrier to services or feedback, we currently have one Vasco translator device, which offers one-to-one translation in 78 languages, and have plans to buy a second. This device allows our volunteers to conduct surveys on site and increases the diversity of feedback we receive from patrons who utilize our programs.

Adding improved data collection tools will allow us to continually improve our services to meet the needs of all Arlington residents, particularly those at highest risk of food insecurity. Our evaluation also influences the program strategy that guides our work to reduce food insecurity in our community.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

See attachment

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input checked="" type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input checked="" type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Food for EATS Market	\$30,000	\$295,000	\$325,000
TOTAL PROPOSED BUDGET	\$30,000	\$295,000	\$325,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	see below	\$195,000
Total:		\$195,000
		\$65,000 (committed)
		\$65,000

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Other funding for this project includes: \$100,000 from grants including \$65,000 that is committed from two multi-year grants; \$195,000 will be raised from individuals, businesses, community and faith-based organizations, and foundations.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$30,000 = \$10.17 \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 2,950

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Since the COVID-19 pandemic, the Arlington community, along with many other communities in the state, has seen unprecedented need. EATS has responded by approaching additional private foundation funding sources and increasing the scale and scope of our individual donor initiatives. We have proven that we are committed to supporting the community at the level necessary to ensure no one in Arlington goes hungry. The funding requested is necessary to keep up with the growing need and rising food costs. If funded at a lower amount, we will need to redouble our efforts by approaching both public and private sources for additional funding.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Our work is committed to eradicating food insecurity and fostering a healthier, more inclusive, and economically resilient Arlington for all.

According to the Greater Boston Food Bank, 20.1% of Arlington Households were food insecure in 2022, which encompasses approximately 9,103 individuals. These numbers represent a 200% increase from the previous year.

Based on surveys we have conducted, it is noteworthy that 62% of the families we serve self-identify as 'very low income,' while 32% self-identify as 'low income.' These statistics highlight the financial challenges faced by a significant portion of our community. Annually, we are proud to serve 2,245 low-to-moderate income residents of Arlington who account for approximately 25% of the total population in need.

The onset of the pandemic had a profound impact on the demand for our services. We have witnessed an astounding 150% increase in the number of households we serve each week compared to pre-2020 figures. Despite these challenges, we remain resolute in our commitment to meeting the growing needs of our community. Through strategic programmatic and revenue growth, we have proven our adaptability and resourcefulness in ensuring everyone in Arlington has access to nutritious food.

B. GOAL

Offering access to nutritious food has profound and far-reaching impacts on a community, significantly improving economic outcomes. All of our programs increase access to food, but also to jobs, education, transportation and other services that contribute to the Town of Arlington in meaningful ways which align with the Town's master plan.

EATS' services contribute to the overall health and well-being of individuals, resulting in reduced healthcare costs as diet-related illnesses become less prevalent. The holistic benefits extend to mental health, as nutrient-rich food plays a role in emotional well-being, fostering an active community, and workplace engagement. Moreover, it positively influences education by enhancing the academic performance of children who have consistent access to nutritious meals, thereby contributing to a more skilled and qualified workforce.

Financial stability is further achieved as households, relieved of the financial burden of purchasing food, can redirect funds to other essential needs such as housing, utilities, and education. Initiatives like Arlington Farmers' Market not only provide access to nutritious food but also foster community engagement. Addressing food insecurity among low-income populations contributes to a more equitable distribution of resources, reducing economic disparities within the community.

Arlington EATS takes our role as a leader in the community very seriously. We regularly leverage our many positive collaborative relationships with different Town departments and nonprofit organizations to work together to reduce food insecurity and increase guests' ability to rise out of poverty and food insecurity. Local organizations we work with include; The Arlington Council on Aging, Arlington Council on Aging, WIC, Housing Corporation of Arlington, The Arlington Boys and Girls Club, and Arlington Youth Counseling Center.

In essence, Arlington EATS lays the foundation for a resilient, prosperous, and interconnected community by providing access to nutritious food.

C. INPUTS

Arlington EATS, previously known as the Arlington Food Pantry, has been a vital service for the community since 1991. We have an outstanding team who not only bring many skills and talents but are dedicated to our work. The staff specific to this project include: Our Executive Director, Andi Doane, has been with Arlington EATS since 2015 and brings 20 years of experience managing and overseeing various nonprofits. Susan Larson, Program Director, is a community organizer with over 12 years experience building and operating nonprofits to benefit the local community. Natasha Strom, Volunteer Manager, has been involved in volunteer organizations for over 20 years. Vera Ok, Market Manager, has an extensive background in food security work, including working with immigrant and refugee farmers in Lowell.

Our staff has grown over the past five years from three part-time employees to three full-time and three part-time employees. In addition to our staff, we have over 700 annual volunteers, most of whom are Arlington residents. Each week, EATS has 120 shifts for volunteers to serve and provide this critical service to our community.

FY23, EATS distributed 740,000 pounds of food to the residents of Arlington. We have a wide variety of food sources, both paid and donated, including: The Great Boston Food Bank, Food Link, Boston Area Gleaners, Lovin' Spoonfuls, local grocery stores, Holden Produce, and food donations from the community.

In November 2022, we moved both our programs and administrative office to a new facility at 117 Broadway. Our new building marks the first time in 30 years EATS has had our own space for food access. This move has allowed us to open for food distribution on additional days and to expand our programming to include a variety of community agencies that provide services and information to EATS guests. Some of these agencies include; Arlington COA, Arlington Youth Counseling Center, Electrify Arlington, Town of Arlington's DEI Department, Housing Corporation of Arlington, WIC, Saint Vincent de Paul, MassHealth, and Lamplight Literacy. As a result of our growth we have seen a 35% increase in the number of families we serve each week.

EATS has always understood many factors impact the ability for everyone to have access to healthy and nutritious food and therefore we have developed many partnerships in and around Arlington to extend food access beyond the walls of EATS and the populations we are able to reach. Our partnerships include; Arlington Boys and Girls Club, Fidelity House, Arlington Housing Authority, NEAT Dinner, and Arlington Council on Aging.

D. ACTIVITIES

Major activities for this project include the purchase and distribution of nutritious food at the Arlington EATS Market. The Market is currently open Mondays 2-7 p.m., Tuesdays 9 a.m.-12:30 p.m., Wednesdays, 9 a.m.-12 p.m., and Saturdays 10 a.m.-12 p.m. The Home Delivery Program operates on Thursdays and delivers groceries to individuals who are medically frail. EATS will further expand hours to meet future needs.

Staff are needed to oversee the program including sourcing and purchasing food, setting program strategy, policies and procedures, and recruiting and scheduling volunteers.

Volunteers are needed to staff the open Market hours, process and transport home deliveries, and deliver and unload the food stock throughout the week.

The food is ordered, purchased, delivered, unloaded, and stocked on the shelves throughout the week.

The building provides a safe, accessible and dignified space for Arlington residents to access food. Guests make an appointment ahead of time and shop for food once a week. The space allows guests to connect with and access other community agencies that provide services beyond food access, such as clothing and essential items through Cradles to Crayons.

Community partner agencies refer guests to EATS, provide services during Market hours, and receive referrals, food, and financial support from EATS to increase food access.

In the event of a public emergency, EATS will respond as we did in 2020-2021 by developing an action plan that serves our community with no risk to our staff and volunteers. During COVID we quickly shifted to provide no contact home delivery to all EATS guests to ensure safe and uninterrupted access to food.

E. OUTPUTS

The number of unique individuals projected to utilize EATS programs in FY25 is 2,950, a 31% increase from FY23.

The amount of food that will be distributed in FY25 is projected to be 850,000 pounds, a 13% increase from 2023. Each family will receive between 35-50 pounds of food per visit.

The number of Arlington residents engaged as volunteers is expected to be 750 in FY25.

F1. SHORT-TERM OUTCOMES

- 1) Individuals in Arlington who utilize the Market will be provided with nutritious food at no cost to them.
- 2) More individuals will take advantage of the programs that we offer that increase health, well-being and improvement of job prospects.
- 3) More community members will utilize our services due to the fact that we are open more often and the entire experience is destigmatized.

Addressing the immediate needs of community members experiencing hunger empowers individuals to pursue a higher quality of life, unburdened by the constraints of food insecurity.

F2. LONG-TERM OUTCOMES

The longer term outcome is moving individuals towards self-sufficiency, with Arlington EATS as a safety net. We anticipate that facilitating access to nutritious food will profoundly transform our community, fostering economic prosperity through various channels like new and better employment, better academic achievement, and an increased quality of life.

We aim to shape the overall health landscape, curbing healthcare costs by diminishing diet-related illnesses. A significant educational impact is noted, with improved academic performance in children enjoying regular nutritious meals, thus contributing to a more adept workforce.

Financial stability will become fortified as households, liberated from the financial strain of food costs, channel resources toward vital needs like housing and education. The holistic impact extends to mental health, contributing to emotional well-being and fostering a closely-knit community. In essence, the provision of nutritious food acts as a catalyst not only for individual health and economic stability but also for the vibrant community-building that underpins a resilient and thriving society.

Program Year 50 Application-supplemental information

Project: Food for the Market

Organization: Arlington EATS

Town of Arlington Goals: *Please explain which goals and/or strategies the proposed project advances:*

The diverse programming we offer aligns with multiple key priorities in the Town of Arlington Master Plan by creating economic development opportunities and increasing access to services that support our most vulnerable residents.

Programs offered by EATS encompass many facets that directly relate to increased access to critical needs for Arlington residents. Our Market, Home Delivery, Emergency Food Closets, and Fresh Bucks programs provide a source of free food, which helps individuals and families reduce their grocery expenses. This financial relief allows them to allocate funds to other essential needs, such as housing, utilities, education, or healthcare. Additionally, adequate nutrition is essential for overall health and well-being. Access to our services ensures that individuals have nutritious food which promotes good health. Healthy individuals are more likely to be productive in the workforce, reducing absenteeism and increasing overall productivity.

We also have programs built for children that provide snacks in schools and meals during school vacations. When families have consistent access to nutritious food, children can focus on their education and parents can concentrate on their work, contributing to a more stable and economically resilient community. Furthermore, children who have consistent access to nutritious food are more likely to perform well in school. By supporting educational achievement, EATS contributes to the development of a skilled and educated workforce, fostering economic growth.

EATS Market and Arlington Farmers' Market (a program run by EATS) also serve as community hubs, connecting individuals with local resources and support networks. Building these connections can lead to job opportunities, mentorship, and other forms of assistance that contribute to economic development. By improving signage and creating a cohesive appearance among our volunteers and staff at the Farmers' Market, our efforts directly align with the Town's mission to encourage property and business owners to make storefront and commercial sign enhancements. The Arlington Farmers' Market location in Arlington Center, one of three key focus areas for development, also provides a draw that positively impacts local businesses by increasing foot traffic and bringing in diverse clientele.

In partnership with Lamplight Literacy, we host English as a Second Language (ESL) classes to support individuals seeking to enhance their English language proficiency. This endeavor enables them to explore expanded economic opportunities, fostering a pathway to more

meaningful employment and establishing stronger connections within the broader Arlington community.

Through multifaceted programs and strategic collaborations, Arlington EATS remains steadfast in its commitment to eradicating food insecurity and fostering a healthier, more inclusive, and economically resilient Arlington for all, Arlington EATS services are readily available to any resident facing food insecurity.

Re: CDBG application question - Town Goals

Jack Nagle <JNagle@arlingtonhousing.org>

Tue 1/23/2024 9:58 PM

To: Mary Muszynski <mmuszynski@town.arlington.ma.us>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Mary,

Sorry about that! Thanks again for your help and consideration. Let me know if you have any questions or need anything else.

Specific goals and/or strategies the proposed project advances are:

Master Plan

- Article 2, 4 & 5

Housing Plan

- Goal: 2. Create, maintain, and preserve permanent supportive housing that is affordable, accessible, and available to people with disabilities.
- Goal: 3. Preserve and maintain Arlington's existing supply of affordable homes to provide healthy, safe, and stable living environments.

Connect Arlington Sustainable Transportation Plan

- Goal Area: Reduced climate impacts from travel in Arlington - Strategy F.2
- Goal Area: Infrastructure and Policies to Support the Local Economy and Resident Quality of Life - Strategy G.1
- Goal Area: A low-stress bicycling environment - Strategy D.3

Fair Housing Action Plan

- Strategy E: Use Town resources to create opportunities to meet housing need.

Net Zero Action Plan

- Zero Emissions Mobility - High Priority Measure # 2

Very Respectfully,

Jack Nagle
Executive Director
Arlington Housing Authority
4 Winslow Street
Arlington, MA 02474
(781) 646-3400 x160
www.arlingtonhousing.org

From: Mary Muszynski <mmuszynski@town.arlington.ma.us>

Sent: Tuesday, January 23, 2024 3:09 PM

To: Jack Nagle <JNagle@arlingtonhousing.org>

Subject: CDBG application question - Town Goals

Hello Jack,

How are you? I know the CDBG Subcommittee will ask about an answer that was not included with AHA's application. Sorry, my fault that the field is not fillable! If you could please answer the question below I will include it with AHA's application.

The Town plans that this project will support were identified as the Master Plan, Housing Plan, Connect Arlington Sustainable Transportation Plan, Fair Housing Action Plan, and the Net Zero Plan. Would you please explain which specific goals and/or strategies the proposed project advances?

Thank you very much.

Sorry again for the issues with the application. I will have the application revamped for next year.

Mary

Mary Muszynski (pronounced mew-zin-ski, she/her)
Community Development Block Grant Administrator
Department of Planning and Community Development
Town of Arlington
781-316-3094

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

Submission Directions & Requirements

SUBMISSION DIRECTIONS	<p>Applications may be submitted via email or by dropping your printed application off at Town Hall.</p> <p>To complete the PDF application form:</p> <ol style="list-style-type: none"> 1. Open the “CDBG Program Year 50 Application” file 2. Click “Save As” 3. Rename the file, “PROGRAM YEAR 50 APPLICATION, PROJECT NAME, ORGANIZATION NAME” 4. Save frequently! 5. Submit the completed grant application and required attachments to: Mary Muszynski via email mmuszynski@town.arlington.ma.us or by dropping your printed application off to the Department of Planning and Community Development in the Town Hall Annex.
SUBMISSION REQUIREMENTS	<ol style="list-style-type: none"> 1. CDBG Grant Application 2. One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (<i>if applicable</i>) 3. One (1) copy: Agency's most recent financial audit 4. One (1) copy; MA Certificate of Good Standing

Part I. Agency & Project Summary Information

Instructions for completing each section are included in italic font.

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: Arlington Housing Authority

Contact Name: Jack Nagle	Title: Executive Director
Mailing Address: 4 Winslow Street, Arlington, MA 02474	
Email Address: Jnagle@arlingtonhousing.org	Phone: (781) 646-3400 x160
UEI #: <i>All entities receiving federal assistance must have a UEI #.</i>	Registered on SAM.gov? <input checked="" type="checkbox"/> (Yes) <input type="checkbox"/> No <i>Registration in the System for Award Management (SAM.gov) keeps track of organizations that are and are not debarred from receiving federal funding. CDBG recipients are required to be registered in this system.</i>
UEI #: D8BTAQ31FGD9	

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

As a Local Housing Authority, we collaborate with the Executive Office of Livable Communities on capital projects of this size and scope. This provides us the ability to access project managers, engineers, architects, and construction advisors. This results in a well-managed project with increased efficiencies and oversight.

B. Project Information

Project Name: Drake Village Repaving Project

Anticipated Start Date: 3/1/2025	Anticipated End Date: 5/1/2025
Amount of Request: \$300,000.00	Project Address: 18-38 Drake Road, Arlington, MA 02476

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box. *Please check **ONE** box.*

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least

33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:35

Census Tract and Block: **3565.00**

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____% of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): _____

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 240

Households Assisted: 216

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief, elevator pitch-type summary of your project. Please avoid using abbreviation or acronyms.

The current parking lot and roadway owned by the Arlington Housing Authority at Drake Road is in critical need of repaving. With the exception of patched areas, the parking lot and roadway are original to when the Hauser Building was completed in 1975. The Executive Office of Housing and Livable Communities' Capital Planning System indicates

that these paved areas had a lifespan of 20 years. It has been almost 50 years since these parking lots were installed.

Over the years the AHA has made efforts to prolong the life of these paved surfaces through patching. We are now at the point where a full repaving is necessary to address all of the uneven and unsmooth surfaces. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

Town of Arlington Goals: Does the project support or help achieve any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input checked="" type="checkbox"/> Fair Housing Action Plan	<input checked="" type="checkbox"/> Net Zero Plan
<input checked="" type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please list which specific goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal & Objective does your project align with? Please select one.

Improve the Condition of Existing Housing: Provide decent, affordable housing

Description: Improvements to existing housing conditions including the rehabilitation and preservation of owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.

Increase Economic Development Opportunities: Create economic opportunities

Description: Enhance economic stability and prosperity by increasing economic opportunities for residents through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), and other strategies.

Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

Description: Enhance publicly-owned facilities and infrastructure that improves the community and neighborhoods throughout the Town of Arlington. Improvements may include parks, streets, sidewalks,

streetscapes, water/sewer/flood drainage, accessibility to meet American with Disabilities Act (ADA), improvement of neighborhood/recreational facilities, and other infrastructure and facilities.

Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments
Description: Increase access to jobs, education, health and wellness, recreation, and health and social services activities.

Geographic Distribution of Activities: (Town wide, or Census Tract)

If the geographic distribution is in a specific area, please note the block group. *You may find the census tract(s) and block group(s) that is/are served by your project or activity by visiting this link and typing in the address.*

Town wide
 Specific Area – Which block group(s)/census tract(s) is/are the project located in? _____ 3565
find the census tract(s) and block group(s) by visiting this link <https://geomap.ffi.ec.gov/FFIECGeoMap/GeocodeMap1.aspx>

New Public Services Program:

Is the proposed project offering a new service or a continued service? *Please select one.*

New Service
 Continued Service

Community Availability:

Is the proposed project available from any other providers in the community? *Please select one.*

No, not available from other providers in the community
 Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
 One (1) copy of agency's most recent financial audit
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be provided to supplement your application:

Letters of Support
 Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget *Instructions for completing each section are included in italic font.*

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses & funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) *Note: Federal wage rates may apply for some construction projects.*

Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$257,395.00	\$404,862.00	\$662,257.00
Acquisition			
Appraisals/Studies			

Design	\$42,605.00	\$42,606.00	\$85,211.00
Other:			
Other:			
TOTAL PROPOSED BUDGET	\$300,000.00	\$447,468.00	\$747,468.00

C. *Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:	EOHLC	\$447,468.00	Committed
Local:			
Private:	Example: Grant from the Sample Foundation	Example: \$4,000	Example: \$4,000
Total:			

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

The Arlington Housing Authority does not have any additional pending funding sources, but is planning to submit an application for a grant(s) so that EV Charging stations could be installed as part of this project. Additionally, we plan to submit a grant to upgrade the street and parking lot lighting during this project as well. Neither of these funding sources will impact the AHA's ability to move forward with the core project, which is to repave the parking lots and roadway at Drake Village.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program: \$10,000 funding request /100 people served= \$100/person.

EXAMPLE

<u>TOTAL CDBG REQUEST AMOUNT:</u>	\$ <u>300,000</u>	= \$ <u>1,250.00</u>	PER BENEFICIARY
<u>TOTAL NUMBER OF PROPOSED BENEFICIARIES:</u>	# <u>240</u>		

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

It is possible that we can advocate to EOHLC for additional capital funding to cover special features such as EV charging stations through special funding sources for that purpose. Insufficient funding for repaving project could result in delaying the project another year or so. It could also result in only part of the parking lot or roadway being completed.

Part III. Project Narrative Table *Instructions for completing each section are in italic font.*

This space is provided for applicants to offer a detailed overview of their proposed project in a logic model format.

A. NEED STATEMENT

Discuss the community need that will be addressed through your proposed project. Provide data to document the needs to be met or the problem(s) to be addressed by the project.

The current parking lot and roadway owned by the Arlington Housing Authority at Drake Road is in critical need of repaving. With the exception of patched areas, the parking lot and roadway are original to when the Hauser Building was completed in 1975. The Executive Office of Housing and Livable Communities' Capital Planning System indicates that these paved areas had a lifespan of 20 years. It has been almost 50 years since these parking lots were installed.

Over the years the AHA has made efforts to prolong the life of these paved surfaces through patching. We are now at the point where a full repaving is necessary to address all of the uneven, unsmooth and damaged surfaces. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

B. GOAL

Discuss your proposed goals to meet the community need noted above and to address associated problems. Please share how these relate to the CDBG Consolidated Plan goal you selected in Part I of this application.

The goal of this project is to repave all parking lot areas at Drake Village. This includes the AHA owned roadway that connects the parking lots to the Town owned portion of Drake Road. This repaving job will make Drake Village a safer place for AHA residents to live. It will also make these roadways safer for walkers, runners or bicyclists from the Arlington community that use Drake Village's parking lots and roadways to get between the Minuteman Bikeway, the Reservoir and Mass. Ave.

Additionally, these improvements will be completed in accordance with ADA and other requirements, which will better serve our residents and the greater community. Also, the AHA is working to add EV charging stations and will consider other improvements that support sustainability, energy efficiency and decarbonization goals.

C. INPUTS

What resources (staff, facilities, equipment, funding, organizational knowledge and experience, partnerships, and supplies) will be dedicated or leveraged to help execute the proposed project? Please note the staff member(s) responsible for each task and/or responsibility to be carried out.

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

D. ACTIVITIES	
<p><i>Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, counseling/case-management, housing production, etc.). Please note how you will utilize the inputs mentioned above to fulfill the mission and goals of the project. Please provide a complete description of your program. Please also indicate any contingency planning for providing services in the event that public health or safety protocols disallow or limit in- person gatherings.</i></p>	
<p>This project will involve repaving the parking lots and AHA owned roadway at Drake Village. The AHA will utilize the expertise, and resources available through its own staff as well as those available through the Executive Office of Housing and Livable Communities, which includes an assigned construction advisor, designer, engineer, and project manager. Additionally, the AHA will work with the Sustainability program at EOHL to determine the potential surrounding EV charging stations and other related improvements.</p>	
E. OUTPUTS	
<p><i>Outputs are the quantifiable products of program activities. (e.g. the number of clients who will be assisted, persons trained, children in the program, architectural barriers removed, etc.). Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended outcomes.</i></p>	
<p>The repaving of these paved surfaces at Drake Village will result in a safer roadway for residents, pedestrians and drivers. It will increase accessibility and reduce impediments to accessing the building, parking areas, and other features located around the Drake Village area including the reservoir, Minuteman Bikeway, Trader Joes, Walgreens, and public transit.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>The repaving of these paved surfaces will immediately result in a safer and more accessible environment for residents and the community.</p>	<p>The repaving of these paved surfaces could encourage residents and members of the community to utilize features surrounding the property including the reservoir, Minuteman Bikeway, Trader Joes, Walgreens, and public transit.</p>

Mariann Donovan

37 Drake Road
Apartment 413
Arlington, MA 02476

November 24, 2023

CDBG Subcommittee
c/o Mary Muszynski
730 Massachusetts Avenue, Annex
Arlington, MA 02476

Dear Ms. Muszynski,

Please pass my letter along to the CDBG Subcommittee.

I am writing to express my enthusiastic support for the CDBG funding application submitted by the Arlington Housing Authority for the repaving of the Drake Village parking lot. This project holds immense significance for the residents of Drake Village, a senior housing complex, where many individuals rely on rollator walkers, quad canes and wheelchairs to aid their mobility.

The current condition of the parking lot and drive, along the bikeway side, poses serious safety concerns. The prevalence of numerous deep potholes creates hazards for all residents and especially those with mobility challenges. The repaving project is crucial in addressing these health and safety issues promptly, ensuring the well-being of the Drake Village community, particularly during the winter months.

The parking lot adjacent to the bikeway side requires urgent attention, not only to address immediate safety concerns but also to contribute to the overall well-being and inclusivity of our community. There are many mobility challenged residents who need to get out and walk everyday, not only to meet their basic needs, such as food shopping and picking up prescriptions, but also to exercise, socialize, and participate in activities of the community. The repaving project will enhance the safety and quality of life for community members, particularly those with the unique needs of the seniors and disabled residing in Drake Village.

Thank you for your commitment to suitable living environments and I hope you'll embrace the opportunity to create a safer and more accessible environment for the residents of Drake Village.

Sincerely,

Mariann Donovan
President
Drake Village Tenant's Association



CDBG

community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization:

Contact Name: _____ **Title:** _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

Universal Entity Identifier (UEI) #: _____ **Registered on SAM.gov?** Yes No
All entities receiving federal assistance must have a UEI #.. All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: _____ **Is this project new to your organization?** Yes No

Anticipated Start Date: _____ **Anticipated End Date:** _____

Amount of Request: _____ **Project Address(es):** _____

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

_____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): _____

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: _____

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ _____ PER BENEFICIARY

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
B. GOAL	
C. INPUTS	
D. ACTIVITIES	
E. OUTPUTS	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320, Fax (781) 316-3281

CDBG PY50 Annual Curb Ramp Project Application: Planned Work

<u>Description</u>	<u># Ramps</u>
Annual Curb Ramp Project.....	56

The Department of Public Works has developed the following plans for the installation of Curb Ramps for the 2024 Construction Season. The locations are as follows:

PLANNED 2024 Construction Contract (56)

Main St.	Side St.	Curb Ramps (ea)	Estimated Cost
HERBERT ROAD			
	Chandler St.	8	\$24,000.00
	Melrose St.	8	\$24,000.00
	Varnum St.	8	\$24,000.00
	Magnolia St.	2	\$6,000.00
	Magnolia Park Entrance	2	\$6,000.00
	Thorndike St.	8	\$24,000.00
	Fairmont St.	8	\$24,000.00
	Lafayette St.	2	\$6,000.00
BROOKS AVENUE			
	Chandler St.	2	\$6,000.00
	Egerton Rd.	2	\$6,000.00
	Melrose St.	2	\$6,000.00
	Milton St.	2	\$6,000.00
	Varnum St.	2	\$6,000.00
	Sub-Total	56	\$168,000.00





CDBG



community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: Town of Arlington Department of Planning and Community Development

Contact Name: David Morgan Title: Environmental Planner

Mailing Address: 730 Massachusetts Avenue

Email Address: dmorgan@town.arlington.ma.us Phone: 781.316.3012

DUNS #: Registered on SAM.gov? Yes No
All entities receiving federal assistance must have a DUNS #. All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: Lower Mill Brook Flood Resilience Is this project new to your organization? Yes No

Anticipated Start Date: 07/01/2024 Anticipated End Date: 06/31/2025

Amount of Request: \$175,000 Project Address(es): Multiple Town owned parcels without street addresses

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: BG 1, Tract 3567.03 and BG 2, Tract 3564, Middlesex, MA

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): LMI Individuals

Nationally Reportable Outputs:

 Please indicate the number of outputs expected for one or more categories.

Persons Served: 3,222

Households Assisted: 1,253

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Mill Brook, once a lifeblood for Arlington, is now struggling to handle the town's increased stormwater. Frequent flooding threatens homes, businesses, and infrastructure, especially in the environmentally sensitive east end. This project proposes nature-based solutions, like wetland restoration and improved infrastructure, along three key points: Cooke's Hollow, Mount Pleasant Cemetery, and Meadowbrook Park. Each location will be assessed, designed, and permitted for floodwater storage, including enhancements to open space, bridge replacement, bank stabilization, and crucial wetland restoration in Meadowbrook Park. By moving from concept to design, Arlington aims to build a more resilient future for the CDBG communities in the lower reaches of Mill Brook.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington's Mill Brook project takes a data-driven approach to tackling flooding. Hydraulic modeling will be the star of the show, simulating various designs for Cooke's Hollow, the Cemetery bridge, and Meadowbrook Park to predict their impact on water flow, flooding, and sediment. This vital information will ensure the project effectively reduces flooding and restores the natural flow of the brook. But it's not just about numbers. Social impact assessments will gauge the project's benefits for surrounding communities, from flood protection and park access to potential economic boosts from a revitalized green space. By combining data-driven design with a focus on people, Arlington's Mill Brook project aims to build a more resilient future for all, with frontline priority communities leading the way.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input checked="" type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other <small>Hazard Mitigation Plan, Municipal Vulnerability Preparedness Plan</small>
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Please see attached.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input checked="" type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input type="checkbox"/> Town wide
<input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

BG 1, Tract 3567.03 and BG 2, Tract 3564, Middlesex, MA

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Task 1: Permitting Analysis and Pre-design Scoping			
Task 2: Detailed Park Design			
Task 3: Environmental Permitting			
Reporting and Administration			
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies	5,000	30,000	35,000
Design	100,000	400,000	500,000
Other: Permitting	65,000	250,000	315,000
Other: Reporting&Admin	5,000	20,000	25,000
TOTAL PROPOSED BUDGET	175,000	700,000	875,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State: Municipal Vulnerability Preparedness Program	700,000	Pending
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

A concept for Cooke's Hollow was developed in FY23, funded by CPA at \$70,000.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ 54.31 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Municipal Vulnerability Preparedness Program funding will be contingent upon the award of CDBG funds. There is no alternative source for the amount requested.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>Channelized and choked by development, Mill Brook now struggles to handle the town's growing stormwater, unleashing floods that threaten homes, businesses, and essential infrastructure. The high-density east end, home to many vulnerable residents, is particularly at risk. The historic Mount Pleasant Cemetery faces erosion, with caskets interred just 20 feet from the scoured banks. The vital Mystic Valley Parkway, a lifeline for jobs and healthcare, is regularly flooded and washed out. This is not just an inconvenience; it's a public safety hazard and an economic drain. Delaying repairs isn't an option. Each storm risks a catastrophic overflow, jeopardizing lives, livelihoods, and the very fabric of our community. The Mill Brook project is more than just a flood mitigation plan; it's an investment in Arlington's future, a chance to restore the brook's natural flow and build resilience against the challenges of a changing climate.</p>	
B. GOAL	
<p>There are five goals to the project.</p> <p>Slow and Store the Flow: Adapt the brook's natural flow to handle increased stormwater and prevent flooding in vulnerable areas like the east end.</p> <p>Restore Resilience: Revitalize Meadowbrook Park and other key sites, enhancing their ability to store floodwater and protect infrastructure.</p> <p>Bridge the Gap: Connect communities through improved park access and a safer, more accessible Mystic Valley Parkway.</p> <p>Nurture Nature: Restore wetlands and stabilize eroding banks, boosting ecological health and beauty in the heart of Arlington.</p> <p>Build a Future: By harnessing nature's power, create a more resilient and sustainable Arlington for generations to come.</p>	
C. INPUTS	
<p>The Mill Brook project draws on a diverse tapestry of inputs to guide its design and implementation. Physical data, like maps and water flow models, paints a picture of the current landscape and potential challenges. Engineering and environmental expertise ensures technical feasibility and ecological harmony. Community input, through meetings and surveys, shapes the project to align with residents' needs and concerns, with a focus on environmental justice. Regulatory approvals and adherence to best practices safeguard safety, effectiveness, and long-term sustainability. This intricate web of information informs the project's evolution, aiming to tame Mill Brook, restore its natural flow, and build a resilient future for Arlington's environment and its people.</p>	
D. ACTIVITIES	
<p>This is a complex project. Below it is broken out into sections by property.</p> <p>Cooke's Hollow:</p> <ul style="list-style-type: none"> Open space enhancements: Improve existing amenities, potentially including trails, signage, and educational features. Streambed and bank enhancements: Analyze and design improvements to stabilize the banks, reduce erosion, and enhance the streambed for habitat and flow. Hydraulic modeling: Apply the updated Weston & Sampson model to assess the effectiveness of design options and optimize flood storage capacity. <p>Mount Pleasant Cemetery:</p> <ul style="list-style-type: none"> Bridge replacement: Design and permit a new bridge to improve flow and reduce upstream flooding. Culvert and brook channel improvements: Analyze and design improvements to the culvert and brook channel beneath the bridge to increase flow capacity and reduce upstream flooding. Bank stabilization: Design and implement measures to secure the eroding western bank near the cemetery, protecting grave sites and infrastructure. <p>Meadowbrook Park:</p> <ul style="list-style-type: none"> Wetland restoration: Enhance the wetland's natural function by removing invasive vegetation, restoring native species, and improving water quality and flow. Sediment removal: Address sediment buildup that reduces storage capacity and restricts flow at critical points. Park redesign: Integrate flood storage elements seamlessly into the park design, including potential features like ponds, floodplains, and nature trails. Hydraulic modeling: Utilize the model to analyze various design options for the park and ensure their effectiveness in managing floodwater and improving flow. <p>Additional Activities:</p> <ul style="list-style-type: none"> Public engagement: Conduct meetings, surveys, and workshops to involve the community in the project's design and implementation. Environmental assessments: Evaluate the project's potential impact on water quality, wildlife, and sensitive habitats. Social and economic impact assessments: Analyze the project's benefits for surrounding communities, such as flood protection, park access, and potential economic boosts. Permits and approvals: Secure all necessary permits and approvals from federal, state, and local agencies. 	
E. OUTPUTS	
<p>The outputs can also be detailed by property in line with the activities listed above. General outputs are provided in the following list.</p> <p>Reduced flooding: Improved protection for homes, businesses, and infrastructure in the east end and beyond.</p> <p>Increased resilience: Enhanced ability of the Mill Brook system to handle future storm events and climate change impacts.</p> <p>Improved environmental health: Restored natural functions of the brook and park, benefiting water quality, wildlife, and habitat.</p> <p>Enhanced quality of life: Increased green space access, improved park amenities, and safer neighborhoods.</p> <p>Public engagement and education: Increased awareness about flood mitigation, environmental stewardship, and community resilience.</p>	
F1. SHORT-TERM OUTCOMES	
<p>Within 1-3 years of project completion, construction will begin and the project will provide the following.</p> <p>Reduced flooding in East Arlington: Improved flow and storage capacity in lower Mill Brook will provide immediate relief during heavy rainfall events.</p> <p>Enhanced park access and amenities: Improved trails and signage at Cooke's Hollow and Meadowbrook Park will increase recreational opportunities for residents.</p> <p>Increased community engagement and awareness: Public outreach and education efforts will raise awareness about flood mitigation and environmental stewardship.</p>	
F2. LONG-TERM OUTCOMES	
<p>Looking to the 5+ year horizon, the following outcomes can be anticipated.</p> <p>Significant reduction in flood risk: Restored wetlands and optimized flood storage elements in Meadowbrook Park will offer substantial protection against future floods.</p> <p>Improved ecological health of Mill Brook: Reduced erosion, restored habitat, and improved water quality will benefit wildlife and enhance the overall ecosystem.</p> <p>Increased resilience to climate change: The project's infrastructure and restored natural systems will better withstand the impacts of increased storms and extreme weather events.</p> <p>More vibrant and livable community: Improved green spaces, safer neighborhoods, and enhanced recreational opportunities will contribute to a more attractive and resilient Arlington.</p> <p>Model for sustainable flood mitigation: The project's success can be replicated in other communities facing similar challenges, serving as a model for sustainable flood management.</p>	

Town of Arlington Goals

Several Arlington town plans support the proposed Mill Brook flood mitigation project:

1. Arlington Municipal Vulnerability Preparedness (MVP) Plan and Hazard Mitigation Plan: These plans identified Mill Brook improvements as necessary due to the high risk of flooding in the area.
2. Mill Brook Corridor Report (2019): This report highlighted the impact of flooding in the proposed project section and its direct impact on economic development and quality of life. It identified the area as an opportunity for both flood mitigation and habitat restoration.
3. Resilient Mystic Collaborative: Arlington's participation in this collaborative helped prioritize Meadowbrook Park for redesign due to its potential to enhance both ecological and social resilience.
4. Arlington's Community Preservation Act (CPA) funding: The Town recently completed a CPA-funded concept design for Cooke's Hollow, demonstrating its commitment to improving the area. Additionally, past CPA funding supported the development of the Mill Brook Corridor Report, further solidifying the Town's commitment to the project's goals.



CDBG
community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: Foot of the Rocks Working Group/Town Manager's office

Contact Name: Allan Tosti/Christine Bongiorno	Title: Chair, Working Group/Deputy Town Manager
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Mailing Address: 419 Watermill Place, Unit 419/Town Hall, both Arlington, MA 02476

Email Address: abtosti@outlook.com/cbongiorno@town.arlington.ma.us	Phone: 781 820-1580/781 316-3002
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DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
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Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

Foot of the Rocks Working Group/Town Manager's office

B. Project Information

Project Name: Foot of the Rocks Battlefield Memorial	Is this project new to your organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
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Anticipated Start Date: July 1, 2024	Anticipated End Date: April 19, 2025
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Amount of Request: \$200,000	Project Address(es): Corner of Mass Ave and Lowell Street
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C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: Block 3566.02

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

<input checked="" type="checkbox"/> All beneficiaries are Arlington residents
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): _____

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 50K Households Assisted: 0 Jobs Created: 10 Businesses Assisted: 20

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Foot of the Rocks Parklet re-design project is at the intersection of Massachusetts Avenue and Lowell Street. The current location is an area of land that is inaccessible and difficult to access by residents and visitors. The goal of this project is to re-grade and redesign this space to make it an accessible gathering space that also provides historical education to visitors to the area about the significance of the location in the history of the American Revolution. As it currently stands, the Heights District does not have a space or parklet along Massachusetts Avenue that allows visitors and members of the community to gather. This space and redesign meets this need. Additionally, the project ties in well with the entire redesign and accessibility improvements that are happening in the Appleton/Mass Ave area further down Mass Ave and will also boost accessibility for residents and visitors in the new housing developments that are underway at the Artemis Development and planned hotel location a block away.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

No funds received from CDBG in prior year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The goal is to have this project complete and ready for public use by the April 19, 2025 Semiquincentennial anniversary of the American Revolution. The site marks the site of the Foot of the Rocks Battlefield which is a historic site that recognizes the events of April 19, 1775. The redesign of this space will allow all visitors regardless of ability to access the space to learn about the history while enjoying an accessible and open space in the Heights District. The project is shovel-ready and has finished

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input checked="" type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input checked="" type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input checked="" type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input type="checkbox"/> Town wide
<input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Arlington Heights Census Tract Block 3566.02

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit
<input checked="" type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input checked="" type="checkbox"/> Letters of Support
<input checked="" type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
not applicable			
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	1,000,000	1,200,000
Acquisition			
Appraisals/Studies		112,000	112,000
Design		50,000	50,000
Other:			
Other:			
TOTAL PROPOSED BUDGET	200,000	1,162,000	1,362,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal: National Park Service	50,000	Pending
State: State budget	250,000	Pending
Local: CPA, budget	762,000	Partially committed
Private: donations	100,000	Pending
Total:	1,162,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

\$162,000 has been committed for planning, final working drawings and bid specs. The remaining is in process.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ _____ PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

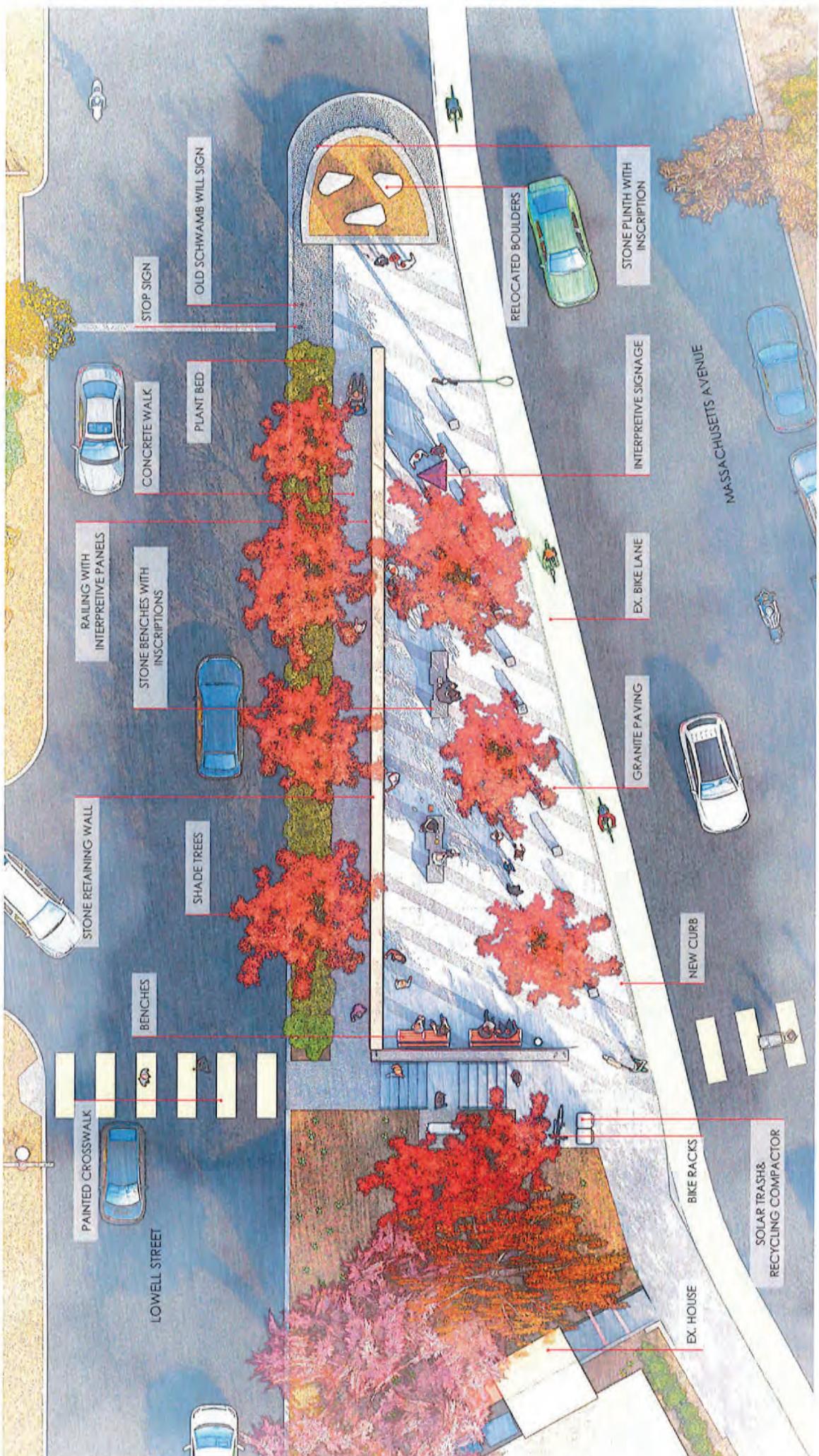
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

We are seeking \$200,000 to support as much of the accessible elements that are incorporated into the design of the space. At this time, we will be accessing multiple funding sources.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
The Foot of the Rocks Parklet re-design project is at the intersection of Massachusetts Avenue and Lowell Street. The current location is an area of land that is inaccessible and difficult to access by residents and visitors. The goal of this project is to re-grade and redesign this space to make it an accessible gathering space that also provides historical education to visitors to the area about the significance of the location in the history of the American Revolution. As it currently stands, the Heights District does not have a space or parklet along Massachusetts Avenue that allows visitors and members of the community to gather. This space and redesign meets this need. Additionally, the project ties in well with the entire redesign and accessibility improvements that are happening in the Appleton/Mass Ave area further down Mass Ave and will also boost accessibility for residents and visitors in the new housing developments that are underway at the Artemis Development and planned hotel location a block away.	
B. GOAL	
To create a safe and accessible route to cross both Lowell Street and Massachusetts Avenue in an area that has seen several deadly accidents. Additionally, on the site there will be a ramp and accessible educational elements and space for the community to gather. There will be no construction of any buildings; the site and area will be made accessible and the area will be made safer for pedestrians to cross both Lowell Street and Massachusetts Avenue.	
C. INPUTS	
D. ACTIVITIES	
At the present time this area is unsafe for both bicycles and pedestrians. It contains a large area of asphalt with traffic coming from several directions. It is dangerous to cross both Lowell Street and Massachusetts Avenue. There have been several accidents and at least one death in the area. This project will create a new path on Lowell Street that crosses Lowell Street at a safer location, creates stairs and a ramp where there is no access and then a crosswalk across Mass. Avenue. It will be safer with traffic coming from only two directions instead of three, and, combined with the Appleton Street project, will help to enhance the physical appearance and make the entire area safer for all parties. This funding will support the ADA accessibility improvements.	
E. OUTPUTS	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Provide safe accessible space for all to enjoy Enhance economic activity Focus on the history of our town and people Enhance the physical appearance of the area	Newly designed space that is accessible for all visitors to enjoy Fewer accidents and deaths



FOOT OF THE ROCKS

ARLINGTON, MA
DECEMBER 2023





TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

TO: Select Board, CDBG Subcommittee

FROM: Claire V. Ricker, AICP, Director of Planning and Community Development

DATE: January 12, 2024

SUBJECT: CDBG Program Year 50 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for Program Year 50 which runs from July 1, 2024, through June 30, 2025. These requests were developed to fall within the U.S. Department of Housing and Urban Development's mandated Planning and Administration cap of 20% of the Town's annual CDBG award.

Planning:

Planners – This is a request for **\$65,000** to fund a portion of the salary and fringe benefits for Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and plan implementation.

Long Range Planning for Housing and Community Development Studies – This is a request for **\$65,000** to fund a range of planning activities to help in the creation and preservation of affordable housing, to help provide other benefits to the low- and moderate-income population in Arlington, and to fund development of a comprehensive Master Plan update for the Town of Arlington. These activities will include:

- Studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources.

- Identifying resources to preserve homes that are on track to lose affordability due to expiring deed restrictions and other activities which advance affordable housing planning.
- Procuring a consultant to conduct planning analysis, engage in enhanced community outreach, and advance recommendations from the Connect Arlington transportation plan, the Net Zero Action Plan, and the Affordable Housing Action Plan in order to develop an update to the Town of Arlington Master Plan.

Administration:

CDBG Administrator – This is a request for **\$81,185** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

General Administration – This is a request for **\$18,815** to fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising, membership dues for consortia and associations, and training and travel costs for the Administrator.

Total Request for Planning and Administration: **\$230,000**



CDBG
community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Envision Arlington**

Contact Name: **Juli Brazile** Title:

Mailing Address: **730 Massachusetts Ave., Arlington, MA 02476**

Email Address: **jbrazile@town.arlington.ma.us** Phone: **781-316-3071**

DUNS #: **All entities receiving federal assistance must have a DUNS #.** Registered on SAM.gov? Yes No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3 For-profit authorized under 570.201(o) Faith-based Organization Unit of Government Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

Department of Planning and Community Development

B. Project Information

Project Name: **2025 Annual Town Survey** Is this project new to your organization? Yes No

Anticipated Start Date: **9/1/2024** Anticipated End Date: **6/1/2025**

Amount of Request: **\$2,000.** Project Address(es): **Town of Arlington**

C. Eligibility

National Objectives: This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffcic.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: All eligible block groups in Arlington

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents
 _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): _____

Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: _____ Households Assisted: **4,500** Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The survey project contributes to the planning, policy-management, and capacity building for the community as described in detail under Title 24: Part 570 subpart C, Section 205. Envision Arlington prepares an insert to the Town Census making it possible for all residents to express opinions, share personal preferences and priorities for Town programs, and receive updates about important Town issues. This opportunity to educate the community on upcoming projects and facilitate direct communication between the residents to the Town contributes to civic engagement. The survey is administered annually, and is an opportunity for departments and committees across town can submit questions and receive data from a cross-section of residents, aiding in decision-making. Survey responses help identify important issues and guide the Select Board, Town Manager, Town and School departments, as well as other organizations who partner with government to develop and inform policy and improve local services.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The 2023 Annual Town Survey received fewer responses than in the past couple of years. Volunteers continue to seek ways to spread the word to more people through social media and neighborhood flyers. A greater focus is being placed on gathering longitudinal data by repeating key questions year to year. Understanding if program changes in multiple departments are having an impact over time will be valuable to Arlington's current Diversity, Equity and Inclusion initiatives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The Envision Arlington Standing Committee reviews survey results annually, and aims to increase participation rates in the survey annually. Beyond simply gaining more responses, the Committee uses responses to the demographic questions on the survey to measure whether the full diversity of the town (racially, socioeconomically, age) is represented among survey respondents. During the two months the survey is open, the Committee works with volunteers to conduct targeted outreach to underrepresented groups. After the close of the survey and prior to the next year's survey, the Committee discusses and plans for strategies for increasing overall participation rates, and particularly how participation in underrepresented groups can be increased in the next year's survey.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

<input checked="" type="checkbox"/> Town of Arlington Master Plan	<input type="checkbox"/> Fair Housing Action Plan	<input type="checkbox"/> Net Zero Plan
<input type="checkbox"/> Housing Plan	<input type="checkbox"/> Open Space & Recreation Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Connect Arlington Sustainable Transportation Plan		

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

<input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing
<input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities
<input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
<input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

<input checked="" type="checkbox"/> Town wide
<input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

<input checked="" type="checkbox"/> No, not available from other providers in the community
<input type="checkbox"/> Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

<input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
<input type="checkbox"/> One (1) copy of agency's most recent financial audit
<input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

<input type="checkbox"/> Letters of Support
<input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Insert in census mailing	\$1,100		
Survey Monkey subscription	\$300		
Printed copies of survey	\$300		
Promotional materials and supplies	\$300		
TOTAL PROPOSED BUDGET	\$2,000		

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	n/a		

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:	none	
State:	none	
Local:	none	
Private:	none	
Total:	none	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$2,000 = \$.44 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 4,500

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

No. The funds are spent on outreach so that all residents are informed of the opportunity to participate. By administering the survey online, Envision Arlington is able to save money on print costs, but concurrently needs to strengthen outreach efforts to reach a diverse range of households. CDBG funding enables us to make sure that every household in Arlington is informed of their opportunity to take the survey, and provides us with the money to deliver print surveys to individuals without access to a computer or the internet.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Envision Arlington seeks to engage all residents in developing common goals and to develop connections between residents and their government.

B. GOAL

Town Survey is a tool that allows broad participation without requiring physical presence at a specific meeting. The information gathered is a resource provided at no cost to Town boards, committees, and departments.

C. INPUTS

It is important to issue a mailing to each household to ensure equitable access to the survey. Printing is the largest project cost. Volunteer hours for design, outreach, publicity, and data analysis enable the project.

D. ACTIVITIES

Envision Arlington provides information about the needs and opinions of residents, aiding Town departments and committees with planning and decision-making data.

E. OUTPUTS

In addition to summarizing the answers to the survey questions, the survey allows for open comments that are tagged and filtered by topic. The comments range from suggestions for new programs to feedback on all areas of community life.

F1. SHORT-TERM OUTCOMES

Short term benefit is data that enables thoughtful, community-guided plans based on broad participation.

F2. LONG-TERM OUTCOMES

Long term benefit is to increase civic engagement by reaching out to every household. Secondarily, the survey serves as a tool for educating residents about programs and services they may not know about that would benefit them.